

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS & OFFICERS

TITLE: Treasurer
<b>ROLE:</b> The prime role of the Treasurer is to assist the Club with all financial matters and to keep the Committee and all members informed of the Club's financial position whenever required. The role is for a three-year period from election.

**RESPONSIBILITIES:**

1. To record accurately and clearly all receipts and payments concerning the Club.
2. To maintain and manage the various bank Accounts with NatWest Bank plc (or any other bank as is deemed appropriate), including the Online Banking Service in accordance with the Financial Regulations of the club.
3. Ensure that there are enough mandated signatories to the bank accounts from amongst Committee Members to cover for absences, retirements etc. It is suggested that a minimum number of such signatories is four. Maintain records accordingly.
4. Ensure that at least one of the signatories (preferably the Secretary) is registered for and familiar with the procedures, passwords etc of the Online Banking service.
5. To be responsible for keeping securely all the cheque books and the paying-in books and cards and card-readers for Online Banking.
6. To receive and record on the "Master" Excel Database of Members, the Annual Subscriptions paid either by Standing Order or any other method.
7. To Invoice and receive subscriptions via the Club's "PayPal" account.
8. To maintain a continuous liaison with the Membership Secretary on all new applications and subscription payments and lead on reminding members of outstanding subscription payments.
9. To reimburse proper and signed claims for Committee members' expenses

10. To maintain separate accounts for the Fuchs Medal, Law`s Prize and Benevolent Funds in accordance with the mandate and Financial Regulations.
11. Apply for and acknowledge the annual grants from the British Antarctic Territory section of the Foreign and Commonwealth Office for the Law`s Prize, Fuchs Medal and Benevolent Funds.
12. Ensure that there is in place an “Independent Examiner” who will provide such a service per 13. below. Everything possible should be done to obtain this service on a “pro bono” basis. If this proves impossible the Treasurer should place options in front of the committee which may include dropping the requirement should a professional service be unaffordable.
13. To prepare an annual Income and Expenditure account for the year to 31<sup>st</sup> December and a Balance Sheet as at that date, together with accounts in respect of the Law`s Prize, Fuchs Medal and Benevolent Funds, and arrange for these accounts to be independently examined.
14. To report on the financial situation of BAS Club at the Committee Meetings and present an Annual Report including accounts as above at the Club`s AGM. These documents to be included in the Minutes of the AGM and inserted in the Club Magazine immediately preceding the AGM.
15. Liaise with the organiser(s) of the AGM/Reunion and receive and monitor all costs and receipts associated with it. Check and make all appropriate payments.
16. To advise the Committee as to the ‘affordability’ of potential expenditure commitments or of programmes which are already in existence. If the Committee votes to go ahead or continue with the expenditure contrary to this advice, the Treasurer may register his/her objection and place on record the potential financial consequences of such action.
17. To ensure that these roles and responsibilities comply with the “General Data Protection Regulations” (GDPR) as laid down in the club’s GDPR Policy

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