

Role Profile

BAUN Honorary Treasurer

Role:

To support the function and business of the Association and to ensure the continued and efficient conduct of its administrative and financial activities.

Responsibilities:

1. Ensure that the Association complies with its governing document the Memorandum and Articles of Association. Also include understanding of charity law, company law, and any other relevant legislation or regulation.
2. Ensure that the Association pursues its objects as defined in the governing document.
3. Ensure that the Association applies its resources exclusively in pursuance of its objects.
4. Contribute actively to the Trustees' role in giving firm strategic financial direction to the Association, helping to set overall policy, define goals and set targets as well as evaluating performance against agreed targets.
5. Safeguard the good name and integrity of the Association.
6. Ensure the efficient financial administration of the Association.
7. Protect and manage the assets of the charity and ensure proper investment of any surplus charity's funds
8. Arrange an annual training session for Trustees to improve understanding of the management accounts (July council meeting)
9. Identify the key financial risks, develop and maintain a risk register which is reviewed and updated on a quarterly basis as part of Treasurers report to council.
10. On appointment to the role undertake identified training (in association with BAUN President) facilitated by the BAUN financial appointees to enable effective role development. Ensuring updating of BAUN signatories on annual basis.
11. Working alongside bookkeepers, auditors and accountants appointed by BAUN to managed finances to ensure financial stability.
12. Sign off payments using appropriate confidential systems and in an agreed timely manner to ensure prompt payment
13. Ensure availability to work with appointed auditors to review accounts as required
14. Assist and support the President in monitoring the financial performance of the Association through an agreed process.
15. To produce a report, using a standard template, detailing the financial activities undertaken on behalf of the Association for inclusion in the Association's annual report and presenting at the AGM
16. To act in a mutually supportive role to executive officers, directors/trustees and members.

17. To be a reviewer for the BAUN journal IJUN (international journal of urological nursing). The Editors will make contact directly requesting areas of professional interest and expertise

18. In addition to the above statutory duties, every trustee should use any specific skills, knowledge, or experience they have to help the board of trustees reach sound decisions. These may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Role criteria:

The Treasurer must:

- be a full member of the Association
- be fully conversant with the workings of the Association
- be familiar with the past history, current philosophies and strategic direction of the Association
- be capable of developing a sound knowledge of financial administration
- have high level written and oral skills
- have advanced knowledge of the principles and practice urological nursing
- have the ability to inspire confidence
- be able to commit enough time to fulfil the role effectively with the support of their employer
- be willing to be available to Association members for support

Duration of office:

Treasurer is Elected by BAUN Council for a Three-year term, may serve a second term of office as elected by BAUN Council

Reports to:

BAUN Council
BAUN Membership

Accountable to:

BAUN Council
BAUN Membership

Meetings:

BAUN Council: four meetings per year
BAUN Annual General Meeting, annual conference and exhibition.