



## TREASURER ROLE DESCRIPTION

### Objectives:

- To manage the Financial Affairs of the organisation in liaison with the NAMEM Chair.
- To be accountable with the NAMEM Chair, to Council and members for the governance of the Association finances.
- To actively contribute to the aims and objectives of the Association.

### Roles & Responsibilities:

#### To be read alongside NAMEM TOR and Regional Representative role

- To liaise with the Secretary to Council (External) to ensure that existing membership is accurate and all invoices for membership have been issued and payment received.
- Act as a signatory alongside the Chair for all NAMEM accounts.
- To work with the local conference regional organiser to ensure that all financial requirements are met, with overall responsibility for the management of all the spreadsheets relating to conference attendance, financial expenditure, sponsorship & income and delegate attendance register.
- Will have overall management for receiving and banking of all payments from members applying to attend conference/study days/training programme.
- Will manage and provide financial reports for Executive Council Meetings and the AGM.
- Will liaise on behalf of the organisation with the Accountants retained by Council, to audit all financial records. Financial records must be forwarded by May for Council AGM in July each year.
- To prepare all financial accounts relating to NAMEM business by the end of the financial year.

Ratified: August 2021 To be reviewed: August 2024