**Treasurer’s JD:**

The Treasurer will:

* Be responsible for the Society’s finances and producing an annual audit of accounts at the Annual General Meetings.
* Advise the Committee about financial issues eg when subscription rates need to be raised
* Advise about the registration fee or any surcharge necessary for Annual Meetings of the Society, to ensure that these Meetings do not run at a financial loss and generate some income for the Society
* Work closely with the society’s co-ordinator on all financial matters including:
* Monitoring and approving the finances (these are prepared by the co-ordinator)
* Liaising with the society’s accountants to prepare the annual accounts and charity commission returns
* Membership queries
* Approval of expenses

To work within the executive committee and its various tasks

To present the finances to the executive and be able to address any queries raised

To work closely with the bursary rep to ensure appropriate funds are available to support bursaries/scholarships

To work closely with the Conference Organisers to ensure appropriate financial scrutiny for the annual conference