

HONORARY CENTRE TREASURER ROLE DESCRIPTION

1. <u>Appointment</u>	
Title:	Centre Honorary Treasurer
Length of Term:	Not fixed
Reports to:	Centre Chair and Centre Council and Members of the Centre at their Annual General Meeting
Appointment:	<p>The Honorary Centre Treasurer role is an appointment made by the Centre Council “from time to time”. This means there is no fixed period of office for the post and that a new person can be appointed to it as and when necessary - this is usually done annually and confirmed at the Centre Annual General Meeting in March / April, but can be done at any other time as circumstances dictate.</p> <p>Candidates for the role must be a CIWM Member within the Centre but need NOT be a Corporate Member of the Institution or an elected Centre Council member. However, in most Centres the Honorary Centre Treasurer is an elected member of the Centre Council and therefore a Corporate Member of the Institution who can vote in Centre Council decisions. (See Reg 39.3)</p>
2. <u>Role Objective and Responsibilities</u>	<p>On behalf of the Centre Council, it is the duty of the Honorary Centre Treasurer to ensure that the highest possible standards of financial prudence are maintained (See Reg 51.1) and they must comply with all directions relating to financial matters which are from time to time issued by the Chief Executive Officer.</p> <p>The role includes:</p> <ul style="list-style-type: none"> • Management of the Centre’s bank accounts (See Reg 51.2.1) • Maintenance of a true and proper record of the Centre’s income and expenditure (See Reg 51.2.2) • Provision of such financial and accounting information as may from time to time be reasonably required by the Chief Executive Officer (See Reg 51.2.3) • Preparation of quarterly financial statements for the periods ending 31st March, 30th June, 30th September and 31st December and an annual statement of accounts for the period to 31st December for submission to the Chief Executive Officer (See Reg 51.2.4) • Presentation of an examined annual statement of accounts to the annual general meeting of the Centre for approval (See Reg 51.2.5) <p>The annual financial statement of the Centre must be examined and ratified by two Corporate Members of the Centre who are not Centre Councillors and must be received by the Chief Executive Officer by 30th April of the year following (See Reg 53) (Also see Role Description for Centre Accounts Auditors.</p> <p>The Centre Honorary Treasurer OR the Centre Honorary Secretary will</p>

	<p>also be one of the two signatories of all cheques and receipts together with a 2nd signatory who must be an Elected Centre Councillor (See Reg 52)</p> <p>The Centre Honorary Treasurer will be expected to advise the Centre Council and its individual Councillors on all matters relating to finances within the Centre including the taking of payments of all kinds, and banking arrangements including confirmation of nominated signatories for checks and other documents. Detailed advice and support will be available through the CIWM website and through the CIWM Head Office Finance Manager and Team</p> <p>The Honorary Centre Treasurer may:</p> <ul style="list-style-type: none"> • Hold other Honorary positions in the Centre Council (often the Honorary Centre Secretary role) • Vote at Centre Council meetings (provided they are a Corporate CIWM Member) (See Reg 40)
<p>3. <u>Person Specification</u></p>	<p>The role of Honorary Centre Treasurer does not require any specific qualification (other than being a Member of the Institution in the Centre). However, the role does require basic bookkeeping and financial management experience including familiarity with standard administration IT packages including word processing, email and simple spread sheets.</p> <p>The role does require a time commitment to meetings of the Centre and Centre Council and preparation for those meetings (see work commitments below).</p> <p>The Honorary Centre Treasurer will also be:</p> <ul style="list-style-type: none"> • Interested in the work of the Institution and keen to be involved in its activities • Enthusiastic about meeting CIWM Members, potential members and others in or associated with the industry • Keen to serve CIWM members' interests within the Centre
<p>4. <u>Requirements & Commitments</u></p>	
<p>Time Commitment:</p>	<p>The role of Honorary Centre Treasurer requires time commitment and anyone standing for this role should make sure they can allow time for:</p> <ul style="list-style-type: none"> • Attending Centre Council meetings. The number of Centre Council meetings varies between centres between 4 or 5 per year up to around 10 per year. The frequency of meetings is set by the Centre Council itself to meet the requirements of their Centre business (See Reg 47). Meetings usually take approximately ½ day plus travel and preparation time. • Attending the Centre Annual General Meeting in March /April each year again usually taking up to a full day plus travel and preparation time including preparation and presentation to the AGM of a statement of the accounts • Preparation of quarterly and annual financial statements • Centre Open meetings (as per general Centre Councillor expectations) • General Centre Councillor responsibilities including attendance at meetings and events and any other agreed roles within the Centre Council.
<p>Equipment Requirements:</p>	<p>The role of Honorary Centre Secretary requires access to a suitable</p>

	<p>computer including email, plus a telephone, both of which can be used for CIWM business. Access to and use of a printer for preparation of small numbers of hard copy documents as part of Centre business management is also needed.</p> <p>CIWM Head Office will supply Centre Honorary Treasurers with standard accounting spreadsheets and appropriate advice.</p>
Work Commitments:	<p>As specified under “Role Objective” and “time commitments” above.</p> <p>Candidates for Honorary Centre Treasurer roles have often already served for some time in another Centre Council role and should therefore be familiar with expectations in that Centre. If not, then candidates should check with other Centre Councillors, especially the Honorary Centre Secretary and Chair and seek advice from the Head Office Finance Manager and Team regarding the likely demands of the role before putting themselves forwards for appointment.</p>
Honorarium:	N/A
5. <u>Benefits & Rewards</u>	<p>The post-holder will gain the following benefits:</p> <ul style="list-style-type: none"> • Opportunity to demonstrate organisation, administrative and financial management / reporting skills • Development and extension of their network of fellow CIWM Members and other potential members in the industry plus a broad range of external relationships in other organisations in the Centre’s area as a Centre Councillor • Learn about the Institution as a whole
6. <u>Organisational Relationships</u>	<p>CIWM Internal contacts:</p> <ul style="list-style-type: none"> • fellow Centre Councillors, Centre Members of all classes, other CIWM Centres – especially their Hon Centre Secretaries, • CIWM Head Office staff especially the CIWM Finance Manager and Team who will offer advice and support at all stages in the year to the Centre Honorary Treasurers