



## **IMAPS-UK**

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Registered Charity: 801142

## **IMAPS-UK Treasurers Role Description:**

This is a volunteer role fulfilled by a fully paid member of IMAPS-UK, elected as an “Officer” at the AGM onto the Societies organising Committee, for a period of one year. In addition to the responsibilities of an active ordinary committee member, the elected person must commit to the responsibilities associated to the Treasurers role.

### **Overview:**

The leadership of IMAPS-UK requires the services of a fully paid up member of the society who is prepared to volunteer services to assist in the running and organisation of the society. The primary function of the Treasurer is to budget and manage the finances of the Society.

### **Responsibilities:**

The following list, whilst not exhaustive, provides a comprehensive overview of the responsibilities of the Treasurer, whilst serving as an officer and committee member, including:

- Overseeing the bookkeeping operation and preparing appropriate reports from that data.
- Preparing in conjunction with the Auditors the Annual Report and Financial Statement.
- Receiving, approving with colleagues as appropriate and paying all invoices from suppliers
- Raising invoices and receiving payments as necessary
- Managing the bank accounts and interface with the bank(s)
- Holding all financial data using the Society's Dropbox account.
- Preparing an annual budget and managing the cash flow within this.
- Overseeing and approving budgets for all events and similar.
- Liaison with the Society's Trustees regarding financial matters and the Annual Report