



EONS Treasurer

The Role in Summary

The Treasurer is a Member of the Board. In addition to the Board Member's responsibilities, the Treasurer has a watchdog role over all aspects of the Society's financial management and therefore is part of the Management Team. The Treasurer works closely with other members of the Board and Management team to safeguard the organization's finances. The day-to-day financial issues, e.g. banking, bookkeeping, and record keeping, are executed by the bookkeeper.

The Treasurer is responsible for

- general financial oversight,
- funding & fundraising & sales,
- financial planning & budgeting,
- financial reporting,
- banking, bookkeeping & record keeping.

The Treasurer typically acts as an information and reference point for the Board, e.g. clarifying the financial implications of proposals, confirming legal requirements, and outlining the current financial status. The role is appointed for a period of two years.

Board Member skills

The Treasurer must possess all of the essential qualifications required of all EONS Board members and must also:

1. Show evidence of previous leadership within their member society or other appropriate organisations,
2. Show evidence of previous experience, knowledge or involvement in financial activities,
3. Be able to articulate the Board's financial activities, processes, and procedures,
4. Have experience of best practice processes for the management of office financial documentation.
5. Demonstrate organisational, written and verbal communication skills.

Responsibilities of the Role

In addition to the core Board Member responsibilities, the Treasurer is required to:

- Attend all Board meetings (and any other necessary meetings) to keep accurate records of EONS financial actions,
- Present the financial status of the Society at all of the Society's governance meetings with the support of the EONS Chief Operating Officer (COO),
- Play an active role in the development and implementation of mechanisms that monitor and enhance EONS' financial status,
- Work closely with the COO and bookkeeper on the annual audit and budgetary planning processes,
- Make recommendations to the EONS Board on how best to meet budgetary targets,
- Advise EONS Board members on the financial aspects of project proposals,
- Develop financial policies, with the COO and bookkeeper (and the Management Team), for delivering improved efficiencies and transparency,
- Provide guidance to the four Working Groups on financial matters in conjunction with the COO.

Reimbursement Arrangements

The role of Board member is a voluntary one and is not, therefore, remunerated (paid). In line with the EONS Travel Policy the cost of travel, accommodation and reasonable 'out-of-pocket' expenses incurred as a direct consequence of their role as an Board member will be refunded on receipt of a properly completed expense form within 3 months after the event.

