

The Role of the Honorary Treasurer

1. Maintain records of all receipts and payments, cheques issued and membership subscriptions. Maintain monthly spreadsheet records.
2. Correspond with International Secretariat regarding membership subscriptions.
3. Correspond with bankers and external examiner and ensure all accounts remain in credit.
4. Ensure all income has been received and expenditure is appropriate.
5. Appoint an external examiner following consultation with other Honorary Officers.
6. Ensure that ASCN UK has charitable cover for fundraising purpose.
7. Prepare an Annual Report, to include audited accounts, to be presented at the Annual General Meeting.
8. Assist the other Honorary Officers and conference organisers in organising the Annual Conference.
9. Forward all requested payments/reimbursements to chair/Vice Chair for approval.
10. Reimburse/payment of invoices to be completed within 10 working days.
11. Contribute to pre-election meeting with applicants for in committee positions.
12. Chairperson must be informed in advance of unavailability (eg holidays).
13. Promptly respond to e-mails, CC in all committee.
14. All matters discussed within committee are confidential
15. Appoint an auditor.

