Name of Organisation

Treasurer Role Description

Role: Treasurer

Purpose (this should explain the reason for the board member role)
Organisation promotes the work of ….. and raises funds to support …..

Benefits
- Meeting new people.
- Be part of a team.
- Support the work of organisation.
- Develop new and existing skills.

Key Tasks (list the main tasks)
- Be a member of the Board.
- Guide the work of the organisation in line with the governing document and business plans, ensuring resources are used appropriately.
- Understand the legal responsibilities of being a board member/trustee.
- Keep up to date with legislation and guidance relevant to the role of a board members and the running of the organisation.
- Understand the aims of the organisation and the work it does within the community.
- Attend regular board meetings.
- Read papers prior to meetings and complete any relevant actions.
- Participate fully in discussions and decision making.
- Declare any conflicts of interest while carrying out the duties of a board member.
- Promote the work of the organisation.

- Assist and advice the board in relation to the organisation's finances.
- Control and account for the organisation's finances.
- Oversee booking, including the issuing of receipts, paying accounts etc. (depending on organisation day-to-day finance duties may be undertaken by staff but the treasurer should have oversight to ensure everything is carried out appropriately)
- Present financial reports and accounts to the board regularly, highlighting any r issues and answering questions.
- Present the annual accounts to the AGM and answer any questions raised.
- Liaise with the financial examiners and/or auditors on behalf of the board.
- Ensure that annual financial returns are completed and returned to appropriate organisations on time eg OSCR.

Where and when
Board meetings will be held in our office (insert appropriate location) on (insert days and times). Meetings should last no longer than 2 hours (insert appropriate time). Board members may attend meetings virtually

Board members are appointed for an initial term of X years, with a possible re-appointment for second term.   Board members can stand for office bearer positions after having been a board member for X (each office bearer position has a maximum term of X).   (this paragraph should reflect the terms of the organisations governing document)

With whom   (will the board member be working with others etc)
Board members will work with other board members, volunteers, the organisation's senior management team and other staff members.

Support and Supervision   (how will the board member be supported and by whom)
The chairperson and vice-chairperson will provide ongoing support to board members.   The chairperson will hold annual one-to-one meetings with each board member.   New board members will be partnered with an existing board member to act as a buddy/mentor.   (Insert any relevant information regarding buddying/mentoring etc)

Training   (if training is given insert here)
Each board member will receive induction training with the chairperson or vice-chairperson.   Board members will be provided with copies of the organisation's governing document, policies, staff contacts etc.   (insert any relevant information which you give to your board)

Board members will be expected to attend ad-hoc training sessions as required by the organisation.

Expenses
Travel expenses to undertake board meetings or training will be reimbursed in line with the charity's expenses policy.   (add any other expenses relevant)

Other Information   (add any additional information relevant to your organisations; if PVG membership or a disclosure is required it should be noted here; if you provide any equipment to your board members eg iPad etc it should be noted here).
- Board members must meet the criteria for being a trustee as laid down by the Office of the Scottish Charity Regulator (OSCR).
- Two references will be required.

This is an example of what a role description may look like, each organisation should adapt to meet the needs of their board and organisation's policies and procedures.