

Role Description of Treasurer

Committee member and Trustee

Key area	Key responsibilities	Tasks
Governance	Trustee	<ul style="list-style-type: none"> Maintain the charitable objectives of the u3a. To comply with the requirements of the Charity Commission To be accountable for expenses incurred
	AGM	<ul style="list-style-type: none"> Attend and support Chair during meeting as agreed
	Documentation	<ul style="list-style-type: none"> Ensure all relevant documentation is stored either digitally or paper-based filing
	Enrolment	<ul style="list-style-type: none"> Attend and support Meet and Greet Day and distribution of associated material.
Committee Duties	Committee Meetings	<ul style="list-style-type: none"> Attend and contribute to Committee meeting agenda items. To tender an apology of absence to the Business Secretary, if necessary Carry out any actions following the meeting. To observe confidentiality of committee meetings
	Group Facilitator meetings	<ul style="list-style-type: none"> Attend meetings and contribute to agenda items
	Sub- committees	<ul style="list-style-type: none"> Contribute to sub-committees as relevant
Member Support	Member updates / communication	<ul style="list-style-type: none"> Attend monthly member meetings when possible. Assist with administration of the meeting, as required. Support other Committee members, as required
National U3A Interface	National office communications	<ul style="list-style-type: none"> Read national u3a monthly newsletter

Treasurer Role Specific Responsibilities

Key area	Key responsibilities	Tasks
Governance	Trustee	<ul style="list-style-type: none"> Oversee the financial affairs of the u3a and ensure they are legal, constitutional and within accepted accounting practice.
	AGM	<ul style="list-style-type: none"> Produce an annual financial report. Ensure end of year accounts are signed off
	Finance	<ul style="list-style-type: none"> Liaise with relevant members to ensure the financial viability of our u3a. Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data for them. Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year. Ensure proper records are kept and controls are in place ie. Cheque signatories, bank authorisation procedures, purchasing limits, purchasing systems, petty/cash. Lead on appointing and liaising with auditors / independent examiner

		<ul style="list-style-type: none"> • Appraise the financial viability of plans, proposals, and feasibility studies. • Undertake bookkeeping duties. • Arrange payments to creditors as appropriate and arrange appropriate signatories/authorisation on payments. • Make the necessary arrangements to collect payments from debtors and bank payments promptly. • Ensure necessary financial submission is available to the Business Secretary for Charity Commission submission
	Enrolment	<ul style="list-style-type: none"> • Liaise with membership secretary to ensure payments are accurately, promptly and completely collected and recorded
	Asset register	<ul style="list-style-type: none"> • Maintain an up to date asset register
Committee duties	Committee Meetings	<ul style="list-style-type: none"> • Regularly report the financial position at committee meetings (balance sheet, cash flow etc) • To recommend to the committee the level of subscription to be paid by members • To recommend to the committee an appropriate level of reserves
Skills set		<ul style="list-style-type: none"> • Numerate • Experience of bookkeeping • Good organisational skills • Team player
Agreed	14/09/2021	
Draft combined role description	26/09/2023	