



hebridean sheep society

Society Treasurer Job Description

The Treasurer is elected every two years by the Society's members. The Treasurer is answerable to the Trustees for the following functions:

1. to be responsible for all money paid into the Society's General Bank Account nominated by the Trustees in the name of the Society
2. to be responsible for making all authorised payments from the General Account to individuals, companies and other bodies
3. to keep a detailed record, for the Society's General Account, of all income and expenditure, including date, amount, creditor or debtor, and purpose and to ensure that back-up copies are maintained
4. to liaise with the Registration Secretary to ensure that similar controls are in place for the Society's Registration Account
5. to prepare regular financial statements for the Trustees, as requested, showing the current position for both the General and Registration Accounts
6. to prepare annual accounts for both the General and Registration Accounts, for verification and for submission to the Charities Commission in accordance with constitution clause 25
7. to provide annual financial statements for members of the Society
8. to ensure that all payments made to Trustees and connected persons are made in accordance with both constitution clause 6 and any additional Society Rules or Policies for the time being in place
9. to maintain notes describing the whereabouts and access paths for all Society data and documentation held as Treasurer and to ensure that these notes are given to two other trustees

Approved by Trustees
February 2016

