

## Job Description

### Treasurer

#### Introduction

The post holder is required to be a trustee and member of the Board.  
The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

#### 1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

#### 2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

#### 3. Job Description

##### Every few Days

3.1 Review emails from GoCardless (DD Processor), check whether new customers are on the “old” DD list, delete if they are

3.2 Deal with emails from members sent via website

3.3 Deal with emails from other board members

##### Weekly

3.4 Check the bank accounts, deal with anything that may arise

##### Monthly

3.5 In the first few days of the month – update the Cash Book this involves entering data from the bank statement, Stripe (Credit card processor) GoCardless and other sources

3.6 Distribute to the Board, answer any queries

##### As Required

3.7 Pay Suppliers etc, file invoices

3.8 Pay expenses to members

3.9 Pay funds collected for local events to the organisers of these events on request

3.10 Make refunds to members for cancelled bookings (AOG or local events)

3.11 Remind board members when reduced rail tickets go on sale 12 weeks prior to the board meeting

##### Annually

3.12 January: Gather year end information and submit to the auditor  
February: Submit Gift Aid claim to HMRC  
March: Ensure accounts are ready for presentation to the board, distribute prior to the meeting  
April: Attend board meeting. Ensure the accounts are approved and signed by the Chairman  
Send old Direct Debit Run for processing  
File accounts with companies' house and HMRC after signature and complete Corporation Tax Return  
Deal with renewal of club's insurance  
July: Attend AGM at AOG, give short report, present accounts to meeting, answer any queries  
September: Produce AOG Summary accounts, distribute to board  
October: Send "Old" Direct Debit run for processing  
Attend Board meeting

#### 4. Person Specification

The person needs to have a good understanding of keeping accounts. Preferably to have worked in an accountancy role. Need to be able to regularly attend the Annual Outdoor Gathering at which the AGM is always held. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

#### 5. General Qualities

As nearly all day-to-day interactions are via the internet the Treasurer needs to be computer literate and adept at writing clear emails.

#### 6. Specific Skills and Experience

May have previously held the post of Treasurer in another organisation.  
Must be able to attend Board meetings.

#### 7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Trustees may resign at any time.

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