

# U3A: MOSELEY, KINGS HEATH AND DISTRICT

## Executive Committee: Role Description for TREASURER

### A. General Responsibilities

1. To support the ethos and philosophy of the U3A
2. To attend, and take an active part in the monthly Executive Committee (EC) meetings
3. To assist in the preparation and running of the Members' Monthly meeting
4. To support colleagues on the EC, and shadow/deputise where appropriate

### B. Role

1. To provide stewardship of the U3A's finances on behalf of the Executive Committee
2. To ensure that the U3A funds are employed for the purpose for which they were given
3. To provide an accurate picture of the U3A's income and expenditure for the Executive Committee and the membership

### C. Main Responsibilities

1. To provide continuing oversight of the financial transactions of the U3A during the year
2. To authorise payments from U3A funds within agreed limits
3. To keep records, appropriately detailed, of incoming and outgoing funds
4. To prepare the end-of-year accounts, including details of income and expenditure, together with an Annual Report of the U3A's financial situation
5. To ensure that financial reserves are kept at an appropriate level, and are sufficient to meet expenditure without having recourse to borrowing
6. To lead the Finance Sub-Committee and, in conjunction with it, prepare, review and contribute to documents related to the U3A's finances, as required by the Executive Committee

### D. Other Responsibilities taken on by current post-holder

1. To ensure that the public address system is set up correctly for Members' Monthly Meetings
2. To train other volunteers in setting up the public address system

### E. Maximum tenure of office (Elections at the AGM: May): 7 years