



BASL Treasurer Role Description

Membership

The Treasurer shall be elected by the Membership and is one of the three principal Officers of the Association. The post holder can serve for up to three years and may be re-elected once.

The successful applicant will be expected to attend and contribute to the 1 face-to-face and 3 web-based committee meetings each year, and to the work of the Officers and committee for BASL.

The Treasurer will be registered at Companies House in the UK as a Director of BASL and registered with the Charities Commission as a Trustee.

The newly elected Treasurer will take up the role at the end of the next Business Meeting of the Association.

NB: President, Secretary, Treasurer, must have different Institutional affiliation within the UK.

Roles and responsibilities

1. To represent the Association in financial negotiations with third parties together with the Secretary or any other person designated for the task by the Governing Board.
2. To oversee the collection and distribution of money on behalf of the Association and keep records of all transactions.
3. The President, Secretary and Treasurer have joint signatory power; two of the three officers must sign.
4. To engage and supervise an accountant who will keep the books of the Association.
5. To present the annual accounts, approved by the Trustees (Directors), consisting of the profit and loss statement and balance sheet, to the Annual Business Meeting.
6. To present the current accounts to the Governing Board.
7. To chair the meetings of the Trust Fund sub-committee.

BASL is committed to promoting equality, diversity and inclusion in all aspects of its work. It is actively promoting equal opportunities and access for all our members regardless of their background. We would, therefore, encourage you to consider joining the BASL committee to help to shape the future of BASL and increase our inclusivity/inclusiveness.

