

## **ROLE DESCRIPTION FOR RHS TREASURER**

### **Overall Purpose**

The Treasurer advises the President and Council on the Society's financial and business affairs including those of the trading subsidiaries.

### **Accountability**

The Treasurer is accountable to Council and the Members of the RHS and, as a trustee, more generally to the Charity Commission and the public at large.

### **Main Responsibilities**

The main responsibilities of the Treasurer are:

- To oversee in a non-executive capacity the delivery of budgets, accounts and financial statements to Council
- Through liaison with the Director of Finance, to ensure that proper accounts and records are kept, ensuring that financial resources are spent and invested in line with good governance, legal and regulatory requirements and specifically in pursuance of its objectives
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity
- To ensure that the RHS functions within the legal and regulatory framework and in accordance with the Society's Charter and Bye-laws.

### **Main Duties**

The main duties of the Treasurer are to:

- Oversee sound financial management of the Society's resources, ensuring expenditure is in line with objectives and that investment activities meet accepted standards and policies
- Ensure the development of appropriate financial policies for the Society
- Monitor the work and activities of the Society including approval of the annual accounts and undertaking an annual review of the Society's performance
- Develop the future direction of the RHS including participation in the preparation of strategic plans and policies as well as the annual work plan
- Promote the RHS and decisions of Council and to act as an ambassador for the Society
- Support the Director of Finance and his staff in the achievement of their work
- Consider any other matters that affect the work, performance and standing of the RHS.

## **Carrying out the Role**

The Treasurer is expected to:

- Meet regularly with the Director of Finance, to give him support and guidance, and to monitor his performance
- Attend meetings of Council which are held typically six times each year and attend an annual “away day”
- Present budgets, accounts and financial statements to Council, at the Annual General Meeting and at other meetings as required
- Serve, at the request of Council, on Committees of the Society and specifically to act as Chairman of the Commercial Board Committee which currently meets four times per annum
- Represent the RHS from time to time at functions, external events and meetings
- Maintain absolute confidentiality of sensitive/confidential information received in the course of the trustee’s responsibilities to the charity
- Act in the best interest of the RHS at all times.

## **Term of Office:**

The Treasurer is appointed for a term of one year, expiring at the end of the AGM in the year following their election. The term is renewable, by election, for up to five years. The Treasurer shall hold office from the end of the AGM at which they are declared elected.