

ROLE DESCRIPTION – TREASURER

Rev 02

Role Overview:	<p>The Treasurer is an Officer on the Executive Committee of the London Region of U3As (LRU3A), which is a regional of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.</p> <p>The network acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3As in London.</p>
Role Objective:	To oversee the finances of London Region of U3As in line with good practice and in accordance with the constitution, Charity legislation and the wishes of the Executive Committee, ensuring the financial resources meet present and future needs of the organisation.
Tenure:	Elected at the Annual General Meeting for up to 6 years
Main Tasks: <ol style="list-style-type: none"> 1. To manage a bank account for LRU3A (signatories to be members of the Executive Committee – two out of up to four signatures to be required on any cheque). 2. Take day to day responsibility for LRU3A's finances, ensuring payments are made on time, all monies received are banked in the LRU3A account, and keeping relevant paperwork and accurate records. All financial paperwork/correspondence to be retained for at least 6 years. 3. Maintain records of income and expenditure on the basis of a financial year and report to the AGM and present the relevant annual financial statements to the Charity Commission. Ensure that any recommendations from the examiner are implemented. 4. Provide regular reports to the Executive Committee and Delegates on the financial position. 5. Advise the Executive Committee in matters relating to the setting of budgets, charges, risks etc. in connection with events and activities arranged by or for the Executive Committee. 6. Assist with financial oversight and administration of applications/payments (electronic or paper) if required for participation in LRU3A activities such as the Summer School, Study Days etc. 7. Obtain, in liaison with the Regional Trustee, any available discretionary funding from the Third Age Trust as required to support London Region Network of U3As events and activities benefitting all Participating U3As. 8. To assist in seeking external funding if appropriate for activities with partner organisations such as Shared Learning Projects and other projects or events. 9. Assist the Chair with preparation, maintenance, and implementation of legal documents. 10. Contribute to activities of the Executive Committee, sub-committees, peer group networks and local networks as appropriate 11. The role has a generic email address: Treasurer.londonregionu3a@gmail.com Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address. 	

Other possible activities:

There is scope for further development of the role e.g.

1. Committee members often assist with events and sub-committee activities such as workshops, the Summer School, study days, and peer networking groups.

Helpful qualities and abilities specific to post:

1. Good numeracy and eye to detail; honesty, common sense and good judgement
2. Ability to understand financial and legal documents
3. Good team worker and communicator
4. IT skills – Word; Excel; Internet; email; videoconferencing