

# Romsey & District u3a

## ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

**ROLE: GROUPS TREASURER** (needs to be a trustee. See also the Trustee role description)

### Role Description

Provide a service to group convenors to manage income and expenditure in accordance with good financial management practise.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

### Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

### Commitment

4 hours per week

### Relationships

Principally with group convenors, the Treasurer and Barclays Bank

### Details of the Role

Overall purpose	Ensure secure management of income and expenditure by interest groups.
Responsibilities:	<ul style="list-style-type: none"><li>– Respond promptly to group convenors needs</li><li>– Liaise with interest group leaders, who use no.2 bank a/c, to ensure adequate funds to pay their outgoings and resolve any problems that arise.</li><li>– Bank all cash &amp; cheque receipts, on a regular basis, for No. 2 account. Pay group costs where relevant</li><li>– In March, contact interest groups who use no. 2 bank a/c to ensure nothing more is to be processed, and ask for petty cash balances and sight of their accounts.</li><li>– Advise Interest Groups of their end of year balances in bank.</li></ul>
Knowledge and skills required	Basic accounting principles and familiar with online banking.
Resources needed	Own computer, internet connection and telephone. Expenses are reimbursable.
Resources available	Bank Account at Barclays. Beacon membership and group's database. Webmail and email account <a href="mailto:groups.treasurer@romseyu3a.org.uk">groups.treasurer@romseyu3a.org.uk</a>