



EONS Treasurer

The Role in Summary

The Treasurer is a Member of the Executive Board. In addition to the Executive Board Member responsibilities, the Treasurer has a watchdog role over all aspects of the Society's financial management, working closely with other members of the Executive Board and Executive team to safeguard the organisation's finances. The Treasurer is responsible for:

- general financial oversight,
- funding & fund raising & sales
- financial planning & budgeting,
- financial reporting
- banking, book keeping & record keeping,

The Treasurer typically acts as an information and reference point for the Executive Board, e.g. clarifying the financial implications of proposals, confirming legal requirements, outlining the current financial status. The role is appointed for a period of two years.

Board Member skills

The Treasurer must possess all of the essential qualifications required of all EONS Executive Board members and must also:

1. Show evidence of previous leadership within their member society or other appropriate organisations,
2. Show evidence of previous experience, knowledge or involvement in financial activities,
3. Be able to articulate the Board's financial activities, processes and procedures,
4. Have experience of best practice processes for the management of office financial documentation.
5. Demonstrate organisational, written and verbal communication skills,

Responsibilities of the Role

In addition to the core Executive Board Member responsibilities, the Treasurer is required to:

- Attend all Board meetings (and any other necessary meetings) to keep accurate records of EONS financial actions,
- Present the financial status of the Society at all of the Society's governance meetings with the support of the Executive Director,
- Play an active role in the development and implementation of mechanisms that monitor and enhance EONS financial status,
- Work closely with the Executive Director on the annual audit and budgetary planning processes,
- Make recommendations to the EONS Board on how best to meet budgetary targets,
- Advise EONS Board members on the financial aspects of project proposals,

- Develop financial policies, with the Executive Director, for delivering improved efficiencies and transparency,
- Provide guidance to the four Working Groups on financial matters in conjunction with Executive Director.