

Committee roles and responsibilities

(Please complete this as fully as possible)

- Name of Post : SHINE Treasurer
- This post is *Elected* to the SHINE Committee
- If an *Elected* post, how long is the term of office? 2 years
- Are there any requirements for this post laid down in the SHINE Constitution?
If so, please cut and paste the relevant sections below:

No although the member may take on functional roles as required under paragraph 9 of the SHINE constitution

- **What are the main duties & responsibilities of this post?**
 - The financial year runs from the 1st April - 31st March.
 - Keep up to date electronic and paper records of any expenditure and income from the SHINE accounts.
 - Receive monthly bank statements and check against the SHINE internal accounts to ensure correct.
 - Produce a statement of accounts and present at all the SHINE Committee meetings throughout the financial year. Report to the committee any changes to the account or unexpected increases or decreases in income or expenditure.
 - Produce an annual statement of accounts and report at the Annual General Meeting (AGM)
 - Receive SHINE Union List Account statements and keep a copy and file.
 - Present details of the SHINE Union List Account at the SHINE Committee meetings.
 - Annually bank the cheque from the Union List Administrator for Union List annual interest earned on the Union List Account.
 - Sign batches of cheques for the Union List Account - contact Dr Michael Wells.
 - Paper and electronic records of all transactions are kept.
 - Ensure accounts are independently audited on an annual basis by an individual external to SHINE.
 - Work alongside the Union List Administrator and the Membership Secretary.

All income for SHINE is sent to the Treasurer. Income is received from three major sources, these include:-

- Membership Subscriptions
- Annual Interest from the Union List account
- Study/training days

All income must be banked and recorded.

Expenditure

All invoices and expense claim forms must be paid promptly.

Cheques must be issued and recorded and copied for SHINE records.

SHINE's expenditure includes:-

- Committee Expenses
- Speakers and Trainers fees
- Catering and room hire costs
- Working Group Expenses
- Publicity/marketing material
- Hazel Williamson Bursary expenditure
- AGM expenses
- Book tokens

All planned expenditure from SHINE for training events; publicity material etc. must be checked with the treasurer before going ahead to ensure SHINE has sufficient funds.

Vote on issues at meetings

Attendance at meetings

Support objectives of SHINE as an organisation

Be aware of work of SHINE and represent interests of SHINE members

Can raise topics of concern or interest to SHINE members

Participating in SHINE decision making process

May be required to write/research/investigate an issue relating to SHINE business

Present a paper to the committee when required

- **Are there other duties & responsibilities that the postholder has outwith SHINE (e.g. representing SHINE on other bodies, liaison contacts with other professional groups or individuals)?**

No

Committee members are expected to promote the role of SHINE when opportunity presents

Opportunities to represent SHINE on other bodies may exist

- **Are there any specific requirements or skills which the postholder would need?**

Use of Excel spreadsheets

Accuracy

Interest in accounts

Honesty

Problem-solving with accounts

Commitment