

NOrF

NATIONAL OUTREACH FORUM

Executive Board Member Role Description

Treasurer

The treasurer is responsible for the day to day financial management of the organisation. However all financial decisions concerning the use of NOrF monies are made by the Executive Board.

The position of treasurer is appointed by the Executive Board and voted in at AGM. Tenure period is two years but shall be eligible for re election.

Key Responsibilities:

- Maintain organisational accounts
- Maintain NOrF assets register.
- Liaise with accountant to produce an annual financial report for the AGM.
- Liaise with Secretary regarding membership payments and refunds
- Provide budgeting guidance to the Executive Board.
- Liaise with conference organiser regarding budgetary plan.
- Scrutinise all formal contracts made with NOrF