

ROLE DESCRIPTION FOR TREASURER OF THE NATIONAL OUTREACH FORUM (NOrF)

The treasurer is responsible for the day to day financial management of the organisation and will ensure that they are legal, constitutional and within good accounting practice.

All financial decisions concerning the use of NOrF monies will be made by the NOrF Board.

The Treasurer holds an executive and advisory role positions within the Board.

The position of treasurer is appointed by the NOrF 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
- Monitor and report to the NOrF Board the financial status of the organisation
- Liaise with Secretary regarding membership payments and refunds
- Provide budgeting guidance to the NOrF Board
- Liaise with conference organiser regarding budgetary plan
- Scrutinise all formal contracts made with NOrF