



Title	Treasurer
Objectives	The treasurer is a trustee with a specific role on the board. The chair is elected or appointed to this role as set out in the charity's governing document.
Tasks	The role of the treasurer is to maintain an overview of the organisation's financial affairs, helping trustees carry out their financial responsibilities. This includes <ul style="list-style-type: none"> ● Ensuring the charity's financial viability ● Ensuring that proper financial records and procedures are maintained Tasks include: <ul style="list-style-type: none"> ● Supporting the CEO with the management of the accounts ● Advising the board on how to carry out its financial responsibilities ● Reviewing annual accounts ● A signatory on the bank account and checking bank statements ● Listed as a responsible person with HMRC