

JOB DESCRIPTION

Job title:	Honorary Treasurer
Job location:	Flexible
Responsible to:	Board of Trustees
Responsibilities for people:	None
Term:	Permanent
Time Commitment:	See below
Other:	Treasurer must be an elected Trustee of BSBI

The Role – how it fits with the Society

BSBI's 5 year Strategic Plan is to consolidate its reputation as the leading organisation for botany in Britain & Ireland. Working with fellow Board members, the Honorary Treasurer's (HT's) role is to help make this happen.

The HT has a particular focus on financial sustainability and oversees the delivery of effective finance and resource strategies which support BSBI's aims. BSBI has recently undertaken a wide-reaching Review of all its activities and this is now an exciting time to participate in the delivery of the Society's future.

The Role - Responsibilities and Tasks

The role is mainly a support / advisory position, as the majority of day to day tasks are carried out by staff members.

As well as working closely with the BSBI Board and Council, the HT will liaise with:

- BSBI employees, particularly the Finance Officer, who handles all financial matters; the Head of Operations, who leads the day-to-day running of the Society; and the Head of Science, who directs our research strategy
- London based investment managers who handle BSBI's diversified portfolio of £1M
- The Society's members, volunteer supporters and sponsors

The HT plays a key role in helping the Board to discharge its responsibilities by overseeing the Society's financial performance, its resources and assets. The HT advises on minimising risks, ensuring that robust financial policies, systems, controls and budgets are all in place. Led by the Finance Officer, the HT also ensures Annual Accounts and a Trustees' Annual Report are prepared in accordance with SORP. The HT may become involved with other ad hoc projects.

The above list of responsibilities is not exhaustive and other responsibilities and training appropriate to the role may need to be undertaken, as requested by the Board of Trustees.

Time Commitment

The following time commitment is anticipated:

- Operational responsibilities – around 6 days p.a., delivered flexibly
- Board & Committee meetings – around 4 days p.a., often in central London
- AGM – attend annually