



The Role of the Treasurer

The Treasurer is a **Director and Trustee** of the BNA. The Treasurer is therefore listed with both Companies House and the Charity Commission.

The Treasurer, as with all Trustees, is an unremunerated position. The term of office for all Trustees is four years, with the retirement date being that of the next Annual General Meeting to take place following the completion of four years in office. There is the option of standing for a second term. There must then be a break of at least one year before standing again for a Trustee position.

For full details of election, period of office, resignation and all aspects of governance applying to this role and all Trustees, see the Articles and Rules of Association.

Along with the BNA President and Secretary, the Treasurer is also an **Officer of the Association**. Charity officers don't automatically have extra powers or legal duties than their co-trustees, but do carry out specific roles or have specific responsibilities delegated to them. The role of the BNA Treasurer is outlined here.

It should be noted that all trustees still remain jointly responsible for the BNA and for its finances; not just the treasurer. However, the treasurer is expected to **take the lead at Council level** on:

- making sure the BNA keeps **proper accounts**
- **reviewing the BNA's financial performance**
- drawing up or reviewing **policies** for finance and investment
- ensuring that the BNA has robust and effective **financial controls** in place
- **liaising with office staff** and with the BNA's **accountant and independent examiner**
- **reporting on financial matters to the Council** at quarterly Council meetings
- **reporting on financial matters to the members** via the Trustees' Annual Report and at the Annual General Meeting

Bookkeeping, accounting and financial management in the BNA

Although Trustees are ultimately responsible for the financial management of the Association, they are able to delegate powers and functions (see Article 42).

In the BNA most day to day tasks of bookkeeping and producing financial statements are delegated to the Chief Executive and accountant, along with assistance from other BNA office staff. The Treasurer is one of the signatories on the BNA's banks accounts (both for BNA and for BNA Events Ltd) and is required to authorise payments. This is a weekly task of around 10-15 minutes, and can be undertaken by the Treasurer, President, or Past President.

More information

The BNA Treasurer must be familiar with the Association's Articles and Rules.

More information about being a Trustee can be found in Charity Commission publication, 'The Essential Trustee', available at gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3 and support for Charity Treasurers at honorarytreasurers.org.uk.