



British Association of Friends of Museums  
*Charitable Incorporated Organisation (CIO No. 1159670)*

## ROLE DESCRIPTION

### **TREASURER**

A Voluntary Position

#### Purpose of Role

The Treasurer provides leadership in the strategic finance of BAFM, by:

- overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice;
- ensuring proper records are kept and that effective financial procedures are in place;
- monitoring and reporting on the financial health of the organisation;
- overseeing the production of necessary financial reports/returns, accounts and audits.
- providing advice and financial projections to the Council to support planning of BAFM activities.

He or she is a trustee of the charity by virtue of being a member of the Council.

The Council provides governance to the membership of the British Association of Friends of Museums (BAFM) and creates strategic direction.

Council members manage the affairs of BAFM. It is the duty of all Council members to perform his or her functions to further the purposes of BAFM. In exercising his or her functions a Council member should exercise care and skill in applying their knowledge and experience in the role. Council members manage BAFM's resources responsibly to ensure the aims of the charity are delivered.

#### Reporting

The Treasurer is responsible to the BAFM Chairman and Council.

The officer responsible to the Treasurer is the (part-time employed) Membership Secretary / Administration officer, who deals with all day

to day financial matters. The latter maintains all supporting financial documents, including the current cash flow. The administration officer is currently based in Bristol.

#### Term of Office

The Treasurer is elected / co-opted to that role at the BAFM AGM for a term of 3 years. The officer may serve two consecutive 3-year terms.

#### Time Commitment

Up to two hours a week may be required to adequately fulfill this post.

### **Key Responsibilities**

- Liaise with the Membership Secretary / Administration Officer;
- Council members to ensure the financial viability of the organisation;
- Make fellow Council members aware of their financial obligations and take a lead in interpreting financial data to them;
- Regularly report the financial position at Council meetings (balance sheet, cash flow, fundraising performance etc);
- Present accounts to the AGM;
- Provide Strategic Financial management;
- Oversee the production of an annual budget and propose its adoption at the last Council meeting of the previous financial year;
- Ensure proper records are kept and that effective financial procedures and controls are in place;
- Appraising the financial viability of plans, proposals and feasibility studies;
- Supporting the production of funding applications by providing financial information and projections;
- Lead on appointing and liaising with auditors/an independent examiner;
- Oversee the Membership Secretary / Administration Officer, who carries out the tasks listed in the appendix.

### **TREASURER PERSON SPECIFICATION**

#### **Skills and experience**

The Treasurer will have:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations;
- Good financial analysis skills;

Good communication skills;  
Good people management skills;  
The ability to work independently for much of the time;  
Also, conversely the ability to work in a team when required  
(especially Council);  
Leadership skills;  
Experience of committee/group working with volunteer group(s);  
Wider involvement with the museum community would be  
advantageous;  
Competence in the use of standard office processes such email,  
spreadsheets and databases is desirable;  
Be willing to travel.

### **Training and Support**

BAFM is fully committed to supporting all officers, on a continual basis. You will receive a full induction to BAFM and be familiar with its aims and objectives.

You will receive regular training to assist you carry out this role.

### **Benefits of Volunteering with BAFM**

- Opportunity to develop new skills.
- Being part of a friendly team committed to supporting museums through Friends' and other groups.
- Gaining experiences and networking in the wider museum and heritage sector.

### **Expenses**

It is BAFM's policy that no officer should be out of pocket by reason of activities carried out for the organisation. A statement of allowable expenses is available and officials are encouraged to record all such expenses they have incurred on this statement, and to claim for reimbursement on a regular basis.

Even those RCs who choose no (or little) reimbursement are asked to submit full claim applications and then gift back BAFM with whatever amount is deemed appropriate. This will do two things. First, give greater clarity on the real costs incurred in each region. Second, the gift could be 'gift aided' with greater value to BAFM.

Appendix Overleaf.....

## **APPENDIX**

### **FINANCIAL TASKS OF MEMBERSHIP SECRETARY / ADMINISTRATION OFFICER**

#### **Routine**

- 1 Maintaining accurate and complete records of income and expenditure
- 2 Analysis of the transactions
- 3 Production of annual accounts for Council and the membership to approve
- 4 Arrangement for the accounts to be examined or audited
- 5 Approving and reimbursing expenses properly incurred by Council members
- 6 Ensuring that any taxes and other expenditure are accounted for and paid on time
- 7 Obtaining tax refunds due under Gift Aid and similar schemes
- 8 Maintaining complete and accurate accounting records
- 9 Managing all banking and cash flow activities promptly.

#### **Controls**

- 1 Ensuring that payments are properly authorised
- 2 Ensuring that cheques are properly signed
- 3 Maintaining separate records for restricted funds
- 4 Ensuring that restricted funds are used for their stated purpose only
- 5 Maintaining a strict audit trail sufficient to satisfy FICO and other bodies
- 6 Maintaining accounting records for the Insurance Scheme
- 7 Maintaining records of members' subscriptions
- 8 Making the accounts files available for inspection by members of the Council and approved external inspectors on request

#### **Banking and other Accounts**

- 1 Ensuring that external accounts are maintained in credit and that all bank accounts are reconciled on a timely basis
- 2 Ensuring that Bank mandates are similar and up-to-date
- 3 Receiving and checking bank statements, seek correction where necessary.

*Agreed by BAFM Council  
January 2019*