



41 Club
CONTINUED FRIENDSHIP

JOB PROFILE

JOB ROLE:	National Treasurer
MEMBER OF:	National Board

Purpose:

To manage the financial affairs of the Association

Responsibilities:

1. Operate the financial affairs of the Association to allow the implementation of the Objectives of its objectives.
2. Manage the accounts of the Association, paying invoices within due dates, receiving and banking capitation and miscellaneous income.
3. Prepare the Annual Accounts using standard accounting conventions and submit them to the Auditors for approval. Present same accounts to the AGM for formal approval.
4. Provide interim Variance Reports to the National Board and Council.
5. Provide information via the CAS system to enable National Councillors to follow up late payments of capitation. Make recommendations to Council for disaffiliation due to non-payment.
6. Vet the financial elements of contracts to ensure the protection of the Association.
7. Manage the Bank Accounts of the Association ensuring capital attains maximum interest. Control and monitor expenditure within budget through the various budget holders.
8. Manage the Treasurers element of the CAS system through the 41 Club Administration Team
9. Oversee the Sales Account and stock balances act as liaison with the 41 Club sales provider also in consultation with the National Secretary and the NCLO order through the sales provider New Councillor and Board shirts and regalia for retiring Officers and Council members.
10. Oversee the Conference Account working with the local Conference Committees.
11. Produce the annual budget for the Association and present it for approval to the National Council and the subsequent AGM. Propose the annual Capitation Fee for the Clubs at the AGM.
12. Recommend the appointment of the Association Auditors/Examiners.
13. Deal with taxation, VAT and Corporation Tax matters.
14. Promote a Round Table Family ethos.
15. Manage the Finance Committee setting objectives and reporting progress to the National Council and Board.
16. Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine.
17. Participate in and attend all National Board providing a financial report to include officers budgets & expenses update.
18. Participate in and attend all National Council Meetings providing a financial report prior to each meeting.
19. Carry out all reasonable requests as determined by the National Board.

Qualifications for Office:

Enthusiastic, have a sense of duty, carry out the role with pride, have a strong desire to ensure a successful future of the Association, and above all to carry out the role with responsibility, dedication, acceptable humour and respect for his fellow Officers.

The National Treasurer must:

1. Be a fully paid up member of a constituted club.
2. Either practice or has practised banking or a branch of accountancy as his vocation
3. Have adequate time to carry out the role
4. Be prepared to carry out the role for a period of a minimum of three years.
5. Be PC literate and have internet e-mail access which is regularly checked
6. Be able to travel to National events.
7. Have relevant experience within Table or 41 Club i.e. held an Office at Club, Area or National level.

Phillip Ellis & Andrew Mackereth
President & Vice President

May 2018