



Treasurer of BISA Executive Committee

1. Overall purpose

The Treasurer will oversee the financial matters of the Association in accordance with BISA's Articles of Association and legal requirements. She/he will report on BISA's financial health to the Executive Committee at regular intervals. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the furtherance of the Association's public benefit mission.

Despite the particular responsibility accorded to the Treasurer financial matters, all trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the Association.

2. Duties and responsibilities of the Treasurer

- In addition to the duties below, to have regard for the responsibilities and duties of an ordinary Executive Committee member
- Chair the finance sub-committee
- Keep the BISA Executive Committee informed of its financial duties and responsibilities, and advise on the financial implications of the Association's strategic plans
- Oversee, approve and with the Director, present budgets, accounts, management accounts and financial statements to the Executive Committee, where applicable
- Ensure that the Association's annual accounts are compliant with the current Charity Commission's Statement of Recommended Practice
- Ensuring that proper accounts and records are kept, and that financial resources are spent and invested in line with the Association's policies, good governance, and legal and regulatory responsibilities
- Lead on BISA's financial, reserves and investment policies

- Liaise with the BISA Chair and trustees, BISA Director and staff about any relevant financial matters
- Authorise payments and sign cheques as required
- Maintain sound financial management of the Association resources, ensuring expenditure is in line with the Association's charitable objects
- Contribute to the fundraising strategy of the Association
- Sit on nomination and disciplinary committees as required

3. Qualities of the Treasurer

- Good reputation and profile in the International Studies academic community
- Commitment to, and knowledge of, the work of the Association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort, and to act as a trustee of the Association
- Ability to work effectively as both leader and member of a team, as appropriate
- Ability to think critically and independently
- Willingness to make challenging recommendations to the committee, if necessary
- Ability to lead debates in committee, while ensuring members can make a full contribution
- Willingness to be available to BISA Director and staff, officers and trustees for advice and enquiries on an ad hoc basis
- Commitment to the Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- Relevant organisational financial management skills gained through managing department or research funds

4. Time consideration

- The Executive Committee and its sub-committees (including finance) meet at least four times a year
- In addition, the Treasurer ought to be prepared to dedicated the equivalent of 1 -2 days per month across the year to BISA responsibilities