British Hydrological Society

Terms of Reference -DRAFT

Honorary Treasurer (Trustee)

Role: To maintain an overview of the British Hydrological Society's financial affairs, ensuring that it is financially viable and solvent; to ensure that proper financial procedures are operated and that proper records are kept.

Note: The British Hydrological Society is a charity in the form of a Charitable Incorporated Organisation (CIO). Every trustee has legal responsibilities and potential liabilities in that capacity. The responsibilities outlined here are in addition to those in the terms of reference that apply to all Trustees.

Responsibilities:

- Ensuring that the financial resources of the charity meet its present and future needs and obligations.
- Ensuring that the charity has and follows an appropriate policy on financial reserves.
- Ensuring proper accounting records are kept.
- Ensuring that appropriate accounting procedures and financial controls are in place.
- Advising on the financial implications of the charity's strategies and policies.
- Ensuring that there is no conflict between the investment held and the charitable purposes of the charity.
- Ensuring that all legal restrictions on funds, investments, and fundraising are complied with.
- Ensuring that accounts are audited and independently examined in accordance with applicable accounting standards and as required by law (if applicable), and that any recommendations of the auditor or independent examiner are properly addressed.
- Ensuring that accounts are prepared in the form required by law and the relevant regulations, in particular the Charity Commission.

Duties

The following duties may be delegated to staff or volunteers in whole or part, but it remains the responsibility of the Honorary Treasurer to ensure that they are carried out:

- Overseeing, approving and presenting budgets, accounts, and financial statements.
- Preparing and presenting (together with staff) financial reports to trustees.
- Keeping trustees informed about their financial duties and responsibilities.
- Liaising with staff and volunteers as necessary concerning the fundraising strategy of the charity.
- Making a formal presentation of the accounts at the annual general meeting, drawing attention to important points in an accessible manner.
- Sitting on the Finance Committee.

Key Dates

[Enter key dates here]

Based on template provided by Gillard, C., 2017. *How to run a charity: 2nd edition*. ICSA Publishing, London, UK.