Community Treasurer (UK subsection)

It is a requirement that every community that is in receipt of regular funding from the IET and that manages these funds independently from staff must appoint a Treasurer to be the named individual responsible for financial compliance.

In the UK the role of the Treasurer of a subsection is to ensure all expenditure is managed through appropriate activities of the section and liaise with the main Treasurer.

Primary focus:

To act for and on behalf of the trustees of the IET to ensure all items of expenditure incurred are justifiable as appropriate activities of the community and are within the charitable aims of the IET. Adhere at all times to the current planning, budgeting and accounting guidelines for communities to ensure compliance with all relevant legislation.

Main duties and responsibilities:

- To be the authorised signatory for community expenditure
- Monitor and control the expenditure of the community within the allocated funds, ensuring compliance with the regulations
- Advise the leadership team on all financial matters and provide financial reports and statements as required in order to assist the leadership team to keep expenditure within its allocated funding
- Contribute to the preparation of the annual plan
- Keep records of the plan paperwork and funding allocation letter
- Forward invoices receipts and records relating to expenditure, income and donated facilities received, to the IET Finance Department
- Liaise with the IET Finance Department to ensure all information regarding the community's financial matters is appropriately recorded and share
- Ensure the book keeping service is carried out effectively
- Ensure that Treasurers for any subsections or districts are aware of, and comply with, their responsibilities and duties
- Supply the main Network Treasurer with frequent reports as to the subsection's expenditure
- Adhere to the IET's data protection policy for volunteers.

Appointment method:

Nomination to the post by the leadership team members.

Period of appointment:

Maximum three-year term of office or less depending on community succession plan.

Training:

- Training for Treasurers – contact the Finance team for more information
- Guidance from the Finance team and your Local Network Manager or Community Manager

Point of Contact:

The regular contact for this role will be a member of the IET Finance Depart. For more information contact mbusson@theiet.org in the first instance

Communications:

When undertaking this role you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (CC or CRC)
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Governance structure (CRC / CC)
- Guidance from the IET Finance team
- Communities Operating guidelines
- Communities financial rules and procedures
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- Online sign-up to Policies and Code of Conduct:

  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

Other Policies and Guidance to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy

- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Person specification:

- Member of the IET
- If serving a local network, preferably permanently resident within the appropriate geographic area
- If serving a technical network, preferably with current / recent professional experience in the area of specialism.

Date Updated: May 2020