

| Volunteering role | Community Treasurer |
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| Role synopsis and primary focus | <p>The role of Community Treasurer is to ensure all expenditure is managed through appropriate activities of the community and are within the charitable aims of the IET.</p> <p>Enthusiastic and committed you'll be responsible for ensuring that all expenditure is managed through appropriate activities of the community and are within the charitable aims of the IET, adhering at all times to the current planning, budgeting and accounting guidelines for communities to ensure compliance with all relevant legislation.</p> <p>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.</p> |
| Person requirements | <ul style="list-style-type: none"> • Member of the IET. • If serving a local network, preferably permanently resident within the appropriate geographic area. |
| What you can gain from this role | This role will help you develop your planning and budgeting skills and coordinate plans with your local network committee. |
| Main duties and responsibilities | <ul style="list-style-type: none"> • 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 committee 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 shared. • 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. |
| How this role supports our vision and mission | Inform, Inspire and Influence our local engineering communities. |
| Period of appointment | Where possible it is recommended that all roles are three-year terms. |
| Time Commitment | Typically, a few hours a month, plus more if organising activities. |
| Appointment method | Nomination to the post by the leadership team members. |
| Induction | <p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> • Volunteers' Handbook • Access to IET EngX® online volunteering community. • All IET Volunteers are required to read/sign our Volunteer Code of |

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| | <p>Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.</p> <ul style="list-style-type: none"> • Other volunteer policies and guidance are provided on IET EngX®. |
| Training | <ul style="list-style-type: none"> • Training for Treasurers – contact the Finance team for more information. • Guidance from the Finance team and your Local Network Manager or Community Manager. • Training and support available from the Local Network Manager or Community Manager. • Access to the IET EngX® Communities online area and resources. • Regular community communications messages. |
| Point of contact | <p>The regular contact for this role will either be the Local Network Manager or Community Manager – if in doubt, contact: communities-support@theiet.org</p> |

Date Updated: January 2024