

PRINCIPAL RESPONSIBILITIES OF THE HONORARY TREASURER OF COUNCIL

Accountable to :	The Council through the Trustee Board, except (i) in respect of which he or she will be directly accountable to the Council.
Term of office :	Normally at least five years, subject to annual election
Appointment Criteria :	Membership of Council
Election Arrangements :	By Council on nomination of Council members
Overall Purpose :	Membership of the Trustee Board, leading and advising the Board on all matters of finance and chairing any Finance Sub-Committee that may be appointed.

Main Responsibilities:

- a) To ensure the Trustee Board can monitor income and expenditure through the presentation of appropriate financial information and reports to the Board.
- b) On behalf of the Trustee Board, to test and question the use of monies by any officer or member of staff.
- c) To ensure the effective representation of the medical and member view in the financial decision-making process.
- d) To draw up a draft budget, and be responsible for the preparation of the annual accounts.
- e) To have responsibility for staff remuneration and, on behalf of the Trustee Board and the Council, the College's overall employer responsibilities as an employer.
- f) To ensure clear lines of accountability through the budget-holders and clear control of a department's spending through a responsible Chairman
- g) To be a signatory for the College, and with the Chief Executive to be responsible for the final approval and signing of all contracts.
- h) To have delegated authority for approving expenditure up to £10,000, subject to ratification by the Trustee Board at its next meeting.
- i) To be responsible for the accounts of the College's subsidiary bodies.
- j) To be a member of the Council Executive Committee and to contribute to the corporate officer team.