

PEACE PLEDGE UNION

TREASURER ROLE DESCRIPTION

Overview

- To be a member of PPU Council and attend quarterly half-day meetings, plus occasional additional meetings to address particular issues
- To be a member of the PPU Finance Working Group (FWG) and attend quarterly meetings (1 - 1.5 hours)
- To work with the Operations Manager and FWG to ensure proper financial management of the PPU

Responsibilities

- To scrutinize, with others in the FWG, quarterly financial reports presented by the Operations Manager to FWG meetings
- To scrutinize, with others in the FWG, the annual accounts as prepared by the PPU's accountant, and sign them on behalf of Council
- To work with the Operations Manager, and others in the FWG, to develop and agree the annual budget
- To approve budgeted payments over £5,000
- To approve minor changes to the budget that arise in between FWG meetings, and to refer larger changes to the FWG or Council as appropriate
- To present the annual accounts to Members at the Annual General Meeting

Time commitment

- Four half-day Council meetings per year (plus occasional additional meetings)
- Four 1-1.5 hour FWG meetings per year
- Preparation time for each meeting, 1-2 hours
- Occasional email correspondence outside meetings if a quick decision is needed