



**The British Medical Ultrasound Society**  
**Officer's Job Description**

**Role: BMUS Honorary Treasurer**

The role of the Honorary Treasurer is to steer the financial activities of the Society, ensuring that BMUS funds are used in accordance with the Society's charitable objectives and Memorandums and Articles.

The Honorary Treasurer works alongside the other Officers (Hon. Secretary, Development Officer, President Elect and President) as the leading members of Council. The Hon. Secretary, Hon. Treasurer and Development Officer are elected from Council having shown that they are committed to the core aims of the Society and have worked effectively to advance them.

**Responsibilities**

- To ensure that the funds of the Society are used in accordance with the Society's objectives.
- To ensure the financial security of the Society by managing its assets with the aid of professional financial advice.
- To manage the Society's accounts in collaboration with the Executive Officer and ensure that all financial activities are properly recorded.
- To report regularly to Council and Officers on the financial position of the Society and to present the end of year financial report and accounts at the AGM.
- To ensure the Society benefits from specialist advice on all direct and indirect taxation matters.
- To ensure that a professional independent examination of BMUS accounts is performed annually.
- To oversee the numerical parts of the Annual Report as drafted by the Executive Officer are accurate and properly reflect the activities of the Society in the year under review.
- To be aware of the salary and pension provisions for BMUS employees and to recommend annual reviews.
- To fully participate in the Annual Scientific Meeting.
- To fulfil other assignments as the Council / Officers agree are appropriate and desirable for the Treasurer to perform.
- To fulfil all other duties and responsibilities required as a Trustee and Member of Council of the Society

## **Communications**

- End of year financial report presented at the BMUS AGM.
- Oversees the numerical parts of the Annual Report as drafted by the Executive Officer.
- Attends BMUS Officers and Council meetings and regularly reports to Officers and Council on the financial position of the Society.
- Contributions to the BMUS Newsletter as required.

## **Term of office**

The Hon. Treasurer is elected by Council with a 2 year term of office commencing on the 1<sup>st</sup> of January. Officers may be re-elected for a further 2 years but should serve no longer than 4 consecutive years in the same post, up to a maximum of 6 consecutive years across all three Officers' roles (unless elected to President Elect).