



Treasurer

Job description

To work closely with the society's administrator on all financial matters including:

- Monitoring and approving the finances (these are prepared by the administrator)
- Liaising with the society's accountants to prepare the annual accounts and charity commission returns
- Membership queries
- Approval of expenses

To work within the committee and its various tasks.

To present the finances to the committee and be able to address any queries raised.

To work closely with the scientific representative to ensure appropriate funds are available to support bursaries/scholarships.

To work closely with the conference organisers to ensure appropriate financial scrutiny for the annual conference.

The Treasurer is a Trustee role of BMFMS, alongside the President and Honorary Secretary.

Term of office

- Officers/Trustees will be elected by the membership of the Society for a term of three years.
- Officers/Trustees (excluding the President) may be re-elected once for a second three-year term.
- If wishing to serve a second term for the position of Honorary Secretary or Treasurer, the post must be advertised.