

# BERKS BUCKS & OXON FLOWERS

[bbandoflowers.org.uk](http://bbandoflowers.org.uk)

## BB&O Treasurer Role Description - July 2023

### Scope

The Treasurer is an elected member of the Finance & General Purposes (F&GP) committee which is responsible for area management. The remit of the Treasurer is to manage the Area's finance.

Specific tasks include

- Managing the bank accounts
- Make payments on behalf of the Area
- Manage all income received by the Area
- Manage Event and Workshop spreadsheets on the Area One Drive
- Ensure that affiliation fees are received from all Clubs
- Submit the affiliation fees return to NAFAS
- Collate the figures provided by Clubs for charitable donations made and submit the return to NAFAS
- Liaise with Benson Parish Council regarding the booking of the hall and layout required for meetings
- Submit Accounts to the auditor
- Arrange the Area's insurance

### Meetings

As a member of F&GP the treasurer should normally:

1. Produce short reports for 2 area Zoom council meetings/year, 1 area council meeting in Benson and the AGM in Benson.
2. Attend these meetings if possible and provide report updates if appropriate. Meetings last c1.5 hours.
3. Produce short reports and attend 5-6 F&GP meetings/year on Zoom. Meetings last c2 hours

However it should be noted that it is not mandatory to attend all these meetings. This is a voluntary role so family life, travel and other commitments may take precedence at times.

### Job Rewards

As a recognition of the effort involved, and to cover miscellaneous incidental expenses such as home printing, the Treasurer receives an honorarium of £300 per annum.

*Alison Vacher*

*BB&O Area Treasurer* ([treasurer@bbandoflowers.org.uk](mailto:treasurer@bbandoflowers.org.uk))



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