

## Healthcare Infection Society – Treasurer

### Role description

#### Trustees and Officers

All trustees share formal responsibility for a charity and must act in its best interests, regardless of how they are elected or appointed. Trustees of HIS may take on specific roles of office on Council, and by virtue of holding a specific role are known as Officers of the Society. Within HIS there are four Officer roles (President, Chair, Secretary and Treasurer).

The Treasurer begins their term of Office at the AGM of the year in which they are appointed. Under normal circumstances, they are likely to be selected some months in advance of the AGM and will be invited to attend Council meetings as Treasurer-elect.

If they are not already a Trustee, they will become an *ex-officio* Trustee until their term of office formally begins.

This Treasurer role description should be considered alongside the [HIS Trustee role description](#).

#### The Treasurer role

The Treasurer has particular responsibility for providing governance oversight of the financial affairs of the Society, which are under the day-to-day control of the Chief Financial Officer (CFO). The overall role of a Treasurer is to maintain an overview of the Society's affairs, ensuring its financial viability and sustainability, and ensuring maintenance of the highest level of financial governance and reporting.

The CFO provides advice and services in assisting the Treasurer, and the Society is supported by its auditors, Moore Kingston Smith. The Treasurer may seek additional external professional expertise as required.

#### Term of office and time commitment

The Treasurer is elected by Council for a three-year term of office, and may be re-elected for a further three year term.

#### The anticipated time commitment is up to 12 days per annum as follows:

##### Council

4 face to face Council meetings a year (4 half days in March, June, September and November plus approximately a half day preparation, pre-reading and approval of minutes per meeting) = **4 days a year**.

##### Away day and Trustee Training

Two half days a year = **1 day a year**

##### Officers and Chairs

4 virtual Officer and Chairs meetings a year (4 x 1 hour meetings plus approval of agenda and minutes per meeting) = **1 day a year**



### General meetings

The face to face Annual General Meeting (AGM) (1 hour meeting in November plus approximately one day preparation, pre-read and approval of minutes per meeting) = **1 day a year**

### General meetings

*Ad hoc* general meetings = no more than one day a year, if required.

### Remuneration Committee

Virtual Remuneration Committee meetings in December and February each year (1 hour meeting in November and February plus approximately one day preparation, pre-reading and preparation of minutes per meeting) = **1 day a year**

### Executive Editorial Board

Attending virtual Executive Editorial Board meetings twice a year (2 half days in January and July) = **1 day a year**

### Other meetings

Attending other meetings = no more than 2 days a year, if required. These may include meetings with investment managers, auditors or other advisers.

## Representation at Events

The Treasurer may be asked to represent the Society at the Spring meeting, FIS and FIS/HIS events and may be asked to represent the Society at other international events. The Society will reimburse the costs of registration and expenses incurred.

## Communications with the CFO

The Treasurer and CFO communicate regularly and as required regarding financial matters pertaining to the Society. The relationship between the Treasurer and CFO should be open, honest and collaborative. The Treasurer and CFO plan to meet virtually approximately **once every two months for one hour, with communications via email in between**. Additional meetings may be required as directed Society business, sometimes at short notice.

## Remuneration

The Treasurer is a voluntary role. Expenses are reimbursed according to the [Society's expenses policy](#).

## Core responsibilities

The Treasurer is primarily a financial leadership role, and has the following key areas of responsibility:

| Area       | Core responsibility  |
|------------|--|
| Leadership | <ul style="list-style-type: none"><li>Providing a leadership role in ensuring that Council fulfils its obligations and responsibilities for the financial planning and governance of the Society</li></ul> |



|                                   |  |
|-----------------------------------|--|
| <b>Clarity of purpose</b>         | <ul style="list-style-type: none"> <li>● In conjunction with the CFO, informing, advising and providing firm guidance to Council on Society financial strategies, policies and sustainability</li> <li>● Ensuring well founded and evidenced financial decision making</li> <li>● To ensure the Society applies its resources exclusively in pursuance of its objects</li> <li>● Safeguarding of Society assets</li> <li>● Ensuring compliance with the Society constitution, charity law and any other relevant legislation or regulations</li> </ul> |
| <b>Constructive relationships</b> | <ul style="list-style-type: none"> <li>● Developing and maintaining productive working relationships with the CFO</li> </ul>   |

In addition, the responsibilities of the Treasurer include:

- keeping the board informed about its financial duties and responsibilities
- ensuring the Society complies with its statutory financial responsibilities
- ensuring that the accounts and financial systems are audited as required by law
- ensuring that the Society's accounts are prepared and filed in the requisite format
- liaising with the auditors and implementing auditor recommendations as appropriate
- ensuring that the charity has robust and effective financial controls in place
- acting as a counter signatory on Society payments
- advising on the financial implications of the Society's strategic plan
- overseeing the Society's financial risk assessment and risk management
- overseeing, approving and presenting budgets, accounts and financial statements in collaboration with the CFO
- being assured that the financial resources of the Society meet its present and future needs
- ensuring that the Society has an appropriate reserves policy and adheres to that policy
- ensuring that the Society has an appropriate investment policy and adheres to that policy
- liaising with staff about financial matters
- sitting on appraisal, recruitment and disciplinary panels as required

A more detailed explanation of the role of the Treasurer can be found at the [Honorary Treasurers Forum](#).

In addition, the Treasurer may sign legal documents on behalf of the Society.

### Skills and training

In addition to the qualities needed by all trustees, the Treasurer should also have an understanding of the financial matters and requirements pertaining to the Society, together with a general overall understanding of financial statements, policies and investments.

There are various sources of information, guidance and training available to assist with this.

For general Trustee guidance, the Charity Commission provide a guide [The Essential Trustee: what you need to know, what you need to do](#).



More specifically for the Treasurer Role, resources are available through the [Honorary Treasurers Forum](#) and the [Charity Finance Group](#), and Rathbones provide a useful guide entitled [Financial governance - A gentle guide for the non-financial charity trustee](#).

### The characteristics of effective Treasurer

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Preferably some experience of charity finance
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board

### Personal qualities and behaviour

|                             | Personal qualities and behaviours   |
|-----------------------------|---|
| <b>Motivation and style</b> | Altruism<br>Sense of humour<br>Empowering<br>Friendly and nice<br>Humble  |
| <b>Capacity to lead</b>     | Committed to the organisation<br>Devotes enough time to the organisation<br>Clear about the role<br>Capable of seeing the 'big picture'<br>Capable of clarifying issues<br>Capable of handling contentious issues<br>Capable of collaborating |
| <b>Personal attributes</b>  | Bright/intelligent<br>Confident<br>Reflective/listener<br>Organised Focuses<br>Open/innovative  |
| <b>Ability to relate</b>    | Flexible<br>At ease with people of all types<br>Non-judgemental<br>Calm   |



|   |   |
|---|---|
| <b>Ability to advance the organisation externally</b> | Willing to use connections to advance the organisation<br>Possessing connection and influence with key people |
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**Approval by HIS Council 9 June 2021**

