

# Healthcare Infection Society

## Trustee Role Description - Honorary Treasurer

### 1.1 Overview

The Healthcare Infection Society (HIS) is a charity (no.1158172) whose objectives are to advance knowledge of, foster scientific interest in and disseminate information about the prevention and control of hospital and other healthcare associated infections (HCAIs), to medical and allied professionals for the benefit of the public.

### 1.2 HIS trustee roles:

- Officers (President, Chair, Treasurer, Secretary)
- Editor, Journal of Hospital Infection
- Trustees
- Lay trustee

The key responsibility of a HIS trustee is, collectively with other trustees, to hold the charity “in trust” for current and future beneficiaries by:

1. ensuring that HIS has a clear vision, mission and strategic direction and is focused on achieving these;
2. being responsible for the performance of HIS and for its “corporate” behaviour;
3. ensuring that HIS complies with all legal and regulatory requirements;
4. acting as guardians of HIS’s assets, both tangible and intangible, taking all due care over the security, deployment and proper application; and
5. ensuring that HIS’s governance is of the highest possible standard.

### 1.3 HIS treasurer role

A key role in the effective governance of most charities is that of the **Honorary Treasurer** as an ‘office-holder’ among the charity trustees. While financial matters are the responsibility of all trustees, it is often the Honorary Treasurer that the other trustees look to on all aspects of the charity’s financial management and reporting.

The role of the treasurer can be summarised as follows:

- monitoring the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document.
- overseeing the charity’s financial risk-management process;



## TRUSTEE ROLE DESCRIPTION - HONORARY TREASURER

- acting as a counter signatory on payments, applications to funders and contracts; and
- board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

The extent of the Honorary Treasurer's duties (with the support of the Chief Financial Officer and Chief Executive) include:

- overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;
- ensuring that proper accounting records are kept, financial resources are properly invested and economically spent;
- liaising with relevant members of staff;
- chairing any financial committees and reporting back to the trustees;
- monitoring and advising on the financial viability of the charity;
- overseeing the implementation of and monitoring financial systems;
- advising on the financial implications of the charity's strategic plan;

**June 2024**