

## **Role Description - Treasurer**

### **General Committee Responsibilities**

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

### **Treasurer Responsibilities**

1. Collect and register subscriptions from all paying members (acting and on-acting).
2. Keep accurate records of all incoming funds and outgoing payments in accordance with constitutional requirements.
3. Pay all accounts and debts legitimately incurred by the Society.
4. Get regular updates from the theatre in respect of ticket sales to ensure accurate forecast, and during the weeks of the production, update the management daily
5. Work to the agreed budget for the Main Production, ensuring that all contractual payments are made on time. Regular meetings with budget holders
6. Highlight any financial difficulties in good time. If required seek advice of the officers before financial situation escalates.
7. At the Main Production, be available every day to take in and pay out the various items of money/finance which specifically occur during the Theatre run, to ensure smooth running of everything concerned
8. Prepare for Audit, the Annual Statement of Accounts in time for the AGM at the stipulated and agreed date - and present at AGM
9. Every five years, check with the Inland Revenue whether Corporation Tax is payable on audited accounts.
10. Proof read the draft of the Main Production Programme to ensure that its final print is in accordance with the standards required.
11. Ensure advertisers in programme have paid in advance of print date to ensure they can be removed
12. Ensure there is more than one person as signatory on society bank account
13. Ensure a second society committee member has access to the society online bank account
14. Review and agree all external publicity materials before publication in association with marketing officer

January 2019