

# Association of Applied Biologists

## Job Description

### HONORARY TREASURER

The Honorary Treasurer serves as a full member of Council and hence as a trustee of the Association; the responsibilities of Trustees are described in full within the *Laws of the Association*.

The Honorary Treasurer has co-ordinating responsibility on behalf of the trustees for the finances of the Association and his/her duties are as follows:

- Developing and managing the financial aspects of the Association's strategy under the guidance of Council
- Providing financial reports to each Council meeting, in collaboration with the Association's financial administrator, and hence should attend as many of the Council meetings as possible (3 per annum). If attendance proves to be impossible, the Treasurer should ensure that there is a well-briefed substitute able to give the report and take questions.
- Developing the budgets in collaboration with the Association's financial administrator and other of the Association's staff for discussion and approval by Council annually
- Making recommendations to Council annually on staff salaries, and membership and journal subscription rates for AAB members for *Annals of Applied Biology* for approval by AAB Council
- Liaising with the Association's bank; and is the official representative for the Association's day-to-day banking activities. This includes acting as the main counter-signatory for cheques over a certain limit
- Representing the Association for their investment managers and communicating the investment policy & strategy
- Writing the financial reports for the Annual Report and agreeing the Accounts (for approval by Council) before they are submitted to the Association's auditors. This includes attending the AGM to present the Association's financial statement

The Honorary Treasurer is currently also a member of the Wiley-Blackwell management committees for each of the Association's three journals (6 meetings per year) to provide a link to the financial strategy of the Association.

The Honorary Treasurer, together with other Honorary Officers of the Association, has a key role in the management of the Association's staff including acting as line manager and co-signatory for staff as required.