

WCC UK Treasurer Role

General

- Duties related to being on steering committee
- Reading/commenting on proposals for activities, plans and campaigns

Bank account administration

- Banking cheque and cash payments (typically once a month in membership renewal season)
- Monitor statements (monthly)
- Pay bills (online, wherever possible)
- Manage signatories and other account administration (annual)

Membership administration

- Send out membership renewal message (Dec)
- Receive incoming subscriptions and forms, acknowledge and thank (Jan/Feb, then on-going)
- Check membership applications against payments received into bank account (Jan/Feb, then on-going)
- Respond to queries from members and potential members about membership issues, subscriptions, eligibility (on-going)
- Maintain membership list and open version, make the latter accessible via Dropbox
- Ensure confidentiality of membership data, especially financial information.

Fund-raising

- Write funding applications to learned societies (annual)
- Write reports on funding received and used (annual)
- Find other possibilities for fund-raising
- Thank members for additional donations

Events

- Advise and develop budget with triad, in event planning stages

- Work with host institution on problem-solving, administration, liaison as needed (this has been particularly true for events held at ICS and Oxford; for other events, a triad member has often taken on this role)
- In run-up to event: Pay for event costs e.g. catering, if required
- Administer expenses – gather receipts and banking details from speakers
- Administer bursaries – gather receipts and banking details from applicants
- (We've never had a situation where we've run out of bursary money, but it's possible that if that were the case, there might be a need to administer a bursary competition, or prioritise applications in some way, with the help of the event triad.)

Small grants scheme

- Support submission of small grant applications and decisions concerning them
- Administer payment of small grants
- Further details here likely to emerge as the programme develops

Reporting

- Produce reports on financial activity (income, expenditure, forecasts for future events) for the Steering Committee and AGM (3x a year)
- Present reports and discuss at steering committee and AGM (3x a year)

Last updated March 2020