

UACES Treasurer

Responsibilities as a Trustee

- To ensure that the Association complies with its Constitution (i.e. our governing document), charity law and any other relevant legislation or regulations;
- To ensure that the Association pursues its objects as defined in its Constitution;
- To ensure the Association applies its resources exclusively in pursuance of its objects;
- To contribute actively to the Committees' (i.e. the board of Trustees) role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance;
- To safeguard the good name and values of the Association.

Responsibilities as an Officer

- Maintaining an overview of the Association's affairs;
- To ensure the effective and efficient administration of the Association;
- To ensure the financial stability of the Association and to ensure the proper investment of the charity's funds.

Responsibilities as Treasurer

- Keeping the Committee informed about its financial duties and responsibilities and advising on the financial implications of the Association's strategic plans;
- Overseeing, approving and presenting budgets, accounts and financial statements, with a formal presentation each year at the Annual General Meeting;
- Ensuring that proper financial records and procedures are maintained;
- Liaising with staff about any financial matters;
- Authorising payments and signing cheques as required;
- Ensuring that End of Year accounts are prepared and disclosed in the form required and that there is external scrutiny of aforementioned accounts, with implementation of any recommendations made by the independent examiner and/or auditor;
- To convene and chair the Investment working group and to ensure that the charity has an appropriate reserves and investment policy;
- To convene and chair other working groups of the Committee as required;
- Oversight and management of the selection procedure for the UACES Scholarships;
- Contributing to the fundraising strategy of the Association;
- Sitting on appraisal, recruitment and disciplinary panels as required.

Qualities required for the role

- High reputation and profile in the European Studies academic community;
- Commitment to, and knowledge of, the work of the Association;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- The skills to analyse proposals and examine their financial consequences;
- Willingness to devote the necessary time and effort, and to act as a Trustee of the Association;
- Strategic vision;
- Experience of staff management and chairing committees;
- Ability to work effectively as both leader and member of a team, as appropriate;
- Ability to think critically and independently;
- Willingness to make unpopular recommendations to the Committee, if necessary;
- Ability to lead debates in Committee, while ensuring members can make a full contribution;
- Willingness to be available to Staff, Officers and Committee members for advice and enquiries on an ad hoc basis;
- Commitment to Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.