



Committee Members - Treasurer

Royston Environmental Group is a volunteer-run group that aims to improve the environment in the Royston area and globally. We want to bring together the residents of the Royston area and foster a better understanding of environmental issues and what you can do to help. We organise a variety of events and initiatives from Green Festivals to litter picks to Plastic Free Royston. Collaboration with other local groups and institutions is key to what we do.

The role:

General financial oversight and record keeping. In practice this means providing reports for meetings (monthly and annual for AGM), being responsive to requests for payments and operating the group bank account. It can include assisting with funding applications and will include confirming membership subscriptions once a year.

You will need good organisational ability, good communication skills, financial awareness and numeracy. Above all, enthusiasm for positive environmental action and community spirit. The role of Treasurer requires an estimated commitment of minimum 2 hours per month; a little more around the time of an AGM .

Formal duties are:

- Oversee and present budgets, accounts and financial statements to the committee
- Ensure compliance with relevant legislation and funder requirements
- Prepare and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend.
- Present regular reports on the organisation's financial position
- Present accounts at the AGM
- Manage bank account
- Ensure proper records are kept
- Ensure required insurances are in place