

## Role descriptors for member networks committees

This role descriptor applies to volunteers taking on the role of **Treasurer** on any of our RSC member networks – this includes Local Sections, Interest Groups, Education Community Regions and Analytical Community Regions.

### Purpose

The Treasurer is responsible for all of the financial accountabilities of the committee.

### Key responsibilities

- Maintains up to date accounts – this includes checking the account at least monthly.
- Provides regular updates to the committee on their financial status.
- Makes payments promptly.
- Prepares annual accounts and arranges an audit as necessary.
- Includes a meaningful breakdown of network costs in the annual financial report.
- Works with the Chair to ensure that the committee operates within their budget.
- Signatory on bank account.

### Person specification

The person taking on this role should meet and display the following attributes and attitudes:

#### Attributes

- **Responsible**
  - Taking responsibility for ensuring that the committee considers their budget during meetings and that their programme of activities remains within budget.
- **Supportive**
  - Accepting support from all of the committee members and staff and being supportive of committee members in fulfilling their responsibilities.
- **Organised**
  - Can ensure that the finances are in order and ready for audit.
- **Efficient**
  - Can ensure prompt payment of invoices and expenses.

#### Attitudes

- **Integrity**
  - To be the trusted advisor of the committee regarding the budget and financial situation of the committee.
- **Neutral**
  - To be able to advise the committee on financial matters regardless of their own opinions on the activities.
- **Engaged**

- To be up to date on all committee discussions which may impact on the budget.

**Training and support**

Support for Treasurers is available from our finance team by emailing [networksfinance@rsc.org](mailto:networksfinance@rsc.org). Treasurers can also ask questions and find specific resources and guides via the [Treasurers community on the Volunteer Hub](#).

Our rules and handbook give volunteers guidance on complying with our rules and advice on best practice in running their committee. Both are available on the [Toolkits & resources library on the Volunteer Hub](#).

We have online training for new officers of our committees and any members considering taking on an officer role or any committee member wishing to understand more about the way our committees are run.

**Benefits of the role**

Volunteers taking on this role will be able to use this experience to demonstrate the following skills to employers and potential employers:

- Financial management and budgeting
- Record keeping
- Project management
- Strategic thinking/planning

This role also shows a desire to support the wider chemical science community and to take on a principal role in the community.