**British Association of Paediatric Surgeons**

Job Description: Honorary Treasurer

# Introduction

# The British Association of Paediatric Surgeons (BAPS) was established in 1953. We endeavour to raise standards in paediatric surgery through education and research. We are a registered charity, so are governed by the rules and regulations of the Charity Commission. In 2017, BAPS become an incorporated charitable company and is registered with Companies House. Its objectives are

1. To support Paediatric Surgical Practice
2. To promote advancement of study, practice and research in Paediatric Surgery
3. To maintain links with Sub-specialist Societies and other groups within Paediatric Surgery
4. To liaise with the Surgical and other Royal Colleges, Professions allied to medicine, and other relevant Professional and governmental bodies.
5. To foster professional relations with Paediatric Surgeons overseas
6. To maintain the proper and prudent management of the resources of BAPS as a registered UK Charity in line with the requirements of the Charity Commission.

The Honorary Treasurer is a member of the Executive and becomes a Trustee of the Charity and will be expected to comply with standards of practice laid down by the Charity Commission and Companies House. The post of Honorary Treasurer is elected and the term of office is 3 years. At the end of that term, the postholder is expected to serve a further 6 months during transition to the next postholder.

# Duties of the post

The Honorary Treasurer is responsible for managing the finances of BAPS and to report on a regular basis to the Executive and Council. The post holder will also be expected to manage the budget and advise the Executive on expenditure for the coming years.

Specific duties include:

1. Attending and reporting to the BAPS Executive which meets 4 times a year.
2. Attending and reporting to the BAPS Council twice a year (Annual Congress and Winter Meeting).
3. Chair the Financial Committee which holds responsibility for fundraising, Congress budgets and oversees finances of BAPS committees.
4. Meeting with our investment managers Turcan and Connell at least once a year and reviewing regular investment reports and reporting recommendations from such meetings to the Executive.
5. Meeting with our Charity Commission accountants PEM at least once a year.
6. To prepare the Annual Trustees Financial Report in conjunction with our accountants PEM and to sign on behalf of the Trustees. The Report should be presented annually to the Executive and Council for approval.
7. To review and sign off the monthly reconciliation report on expenditure that is produced by the Administrative Secretary.
8. To ensure compliance with Internal Controls for finances.
9. To review and approve applications for expenses.
10. Advise the Executive on
    1. Annual subscription fees
    2. Central office expenditure e.g. salaries, pensions, expenses, rent etc
    3. Committee Budgets
    4. Designated funds and expenditure from these e.g. Meeker Bequest
    5. Requests for additional funding from undesignated funds for specific projects, training investment and charitable activities by the Committees.
    6. Meeting registration fees and budgets for Congress.

# Team BAPS

You will be expected to work closely with and will be supported by the **Honorary Secretary** to ensure that the Charitable work of BAPS continues in a sustainable fashion.

The **Administrative Secretary** manages the day to day accounting and also sits on the Finance Committee. Together with the Administrative Secretary you will be a co-signator of BAPS accounts and will be expected to meet at least quarterly to review the finances of BAPS and ensure individual projects are appropriately budgeted.

You will also be working with the **Congress Secretary** to ensure Congress finances are reviewed.

Evelyn Ong

Honorary Secretary

Version 2.0 (8 November 2017)