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## CQI Honorary Treasurer: Role Description

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### 1 Trustee responsibilities

The Honorary Treasurer will fulfil all the duties, obligations and responsibilities of a Trustee. In addition, he or she is authorised by the Board of Trustees to carry out additional duties as described below.

### 2 Duties towards the Board

1. To guide and advise fellow Trustees on the Board of Trustees in the approval of budgets, accounts and financial statements.
2. To inform the Board of Trustees about its financial duties and responsibilities and to assist in developing their financial skills and understanding.
3. To ensure the development of an appropriate reserves policy and to provide assurance that the financial resources of the Institute meet its present and future needs.
4. To ensure the development of an appropriate investment policy; to ensure that there is no conflict between investments held and the Institute's aims and values; to monitor the Institute's investment activity and ensure its consistency with policy as well as with legal responsibilities.
5. To ensure an adequate system of internal financial controls is established and operating and to monitor its implementation and effectiveness in order to be able to assure the board of the Institute's financial integrity.
6. To monitor the Institute's compliance with Royal Charter and Bye-Laws in respect of financial matters.
7. To monitor the Institute's exposure to financial risk.

### 3 Legislation and reporting

8. To ensure the Institute's compliance with financial legislation.
9. To ensure that accounts are prepared and disclosed in accordance with the requirements of statutory bodies, reviewed or audited as required, and that audit recommendations are implemented.

### 4 Other duties

10. To work in close co-operation with the head of finance and provide support and advice to the Institute's staff and/or volunteers.
11. To meet the external auditors at least annually and review their management letter and, if necessary, initiate and monitor implementation of appropriate action.

### 5 Communicating

12. To make a formal presentation of the accounts at the AGM, drawing attention to any important points in a coherent and easily understandable way.

13. To make sure the executive is aware of and understands any changes in the Board's position with regard to financial matters.
14. To sit on appraisal, recruitment and disciplinary panels, as required.

**End**