



BMSS Officer Job Descriptions

Treasurer

Term of office 4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

The Treasurer shall have charge of the funds of the BMSS and shall deposit them in the name of the BMSS in banks designated by the Executive Committee; the Treasurer shall make a complete and accurate report of the finances of the BMSS at each Annual General Meeting of the Members or at any other time, upon its request, to the Executive Committee. The BMSS's accounts for the preceding year shall be subject to audit and presented at the next Annual General Meeting.

Major Activities:

1. Maintain the BMSS Accounts in an appropriate manner.
2. Prepare the annual accounts for submission to the Accountant to draw up the BMSS Final Accounts and ensure an appropriate audit of BMSS Accounts is undertaken by a recognised body.
3. Present the BMSS Accounts at the AGM.
4. Ensuring, with the General Secretary, the appropriate returns are made to the Charity Commission in respect of BMSS accounts.
5. Investment of BMSS monies in order to gain the best (and safe) returns
6. Preparation of financial plans and forecasts for the BMSS regarding levels of income and major expenditure.
7. Provide an annual budget for Travel Grants, Summer Studentships and Research Support Funds.
8. Approving, with the General Secretary, Travel Grant applications and issuing cheques for all approved grants.
9. Act as authorised signatory of BMSS cheques.