



Dartmouth & District
Chamber of Commerce

Treasurer Role Definition

The Treasurer is responsible for the organisation's financial affairs. The essential role of the Treasurer is to:

- Manage the income and expenditure of the Chamber
- ensure the Chamber's viability
- maintain financial records and document procedures

Key responsibilities

General financial oversight

- To oversee and present budgets, accounts and financial statements
- To liaise with designated staff about financial matters
- To ensure that appropriate accounting procedures and controls are in place
- To ensure compliance with all relevant legislation
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

Financial planning and reporting

- To present financial reports to the committee
- To make a presentation of the accounts at the annual general meeting (AGM)
- To advise on the organisation's reserves policy
- To advise on the financial implications of the organisation's strategic and operational plans
- To advise on the fundraising strategy of the organisation
- To ensure that there is no conflict between any investment held and the aim and purpose of the Chamber

Skills, experience and behaviours

- Experience of book keeping, financial control and budgeting
- Good communication and interpersonal skills
- Well organised
- Committed to the aim and purposes of the Chamber
- Able to devote enough time to the organisation
- Uphold the values of the Chamber
- Adhere to the Committee Member Code of Conduct

Time Commitment

The role of the Treasurer requires an estimated commitment of 2 - 4 hours per month