



Association of Breast Surgery
at The Royal College of Surgeons of England
35-43 Lincoln's Inn Fields, London WC2A 3PE
Telephone 020 7869 6853 Facsimile 020 7404 6574
www.associationofbreastsurgery.org.uk

Honorary Treasurer Role Description

1. The Honorary Treasurer will act as a Trustee of the ABS and must attend at least 70% of Executive Board Meetings per year.
2. The Honorary Treasurer will be responsible for the finances of the Association.
3. The Honorary Treasurer will report on the finances at Executive Board meetings and at the AGM.
4. The Honorary Treasurer will approve all payments made by the Association, along with one other signatory.
5. The Honorary Treasurer will receive all bank statements and verify that they correspond with the Association's own financial records.
6. The Honorary Treasurer will liaise with the Administrator over the management of the finances.
7. The Honorary Treasurer will check and verify the annual accounts prepared by the Accountant for the Association.
8. The Honorary Treasurer will be responsible for proposing the annual membership subscriptions.
9. The Honorary Treasurer will liaise with the Administrator and Meetings Secretary over the budget and delegate fees for the Annual Conference.
10. The Honorary Treasurer will be responsible for obtaining sponsorship for the ABS Annual Conference
11. The Honorary Treasurer will be responsible for obtaining sponsorship for guidelines, projects and other meetings as required.
12. The Honorary Treasurer will be responsible for budgeting as appropriate.
13. The Honorary Treasurer will be responsible for maintaining the Association's reserves policy.

All ABS posts are voluntary and we appreciate that the post holder will need to fit in their ABS work around clinical and other commitments. However to ensure the effective running of the Association we do require Trustees to be able to commit to responding to urgent issues within a week and non-urgent issues within two weeks,

Company No 7207053, Registered Office 35 – 43 Lincoln's Inn Fields, London WC2A 3PE.
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unless a Trustee is on leave or there are extenuating circumstances (that the President/Association Manager should be made aware of). The Trustees are in a position to assign the Chair a deputy in special circumstances if required.