**Position:**  Treasurer Chair

**Organisation:** Association for Cardiothoracic Surgical Care Practitioners (ACTSCP)

**Responsible and report to:** ACTSCP President

**Term of reference:** 3 years

**Job Description:**

* Annual Vision and plan for next 3 years.
* Administrating finance
* Managing funds
* Planning finances and budgeting
* Presenting financial reports
* Maintaining accounts
* Ensuring compliance
* Ensure that funds are spent properly.
* Issue receipts and record all money received.
* Keep a clear record every time you receive or pay out money.
* Attend committee meetings and present the budget report.
* Prepare the end of year accounts to present to the President and the committee.
* To plan and keep track of budgets within the organisation, collect, deposit, and keep track of funds and invoices.

**Open communication:**

* Understand the core values of the ACTSCP and SCTS vision and strategy.
* If any issues, then communicate directly with the ACTSCP President.
* Never withstand any bullying or harassment from anyone in the society.
* If you struggle with the workload, ask for help when needed.

**Finally:** If you think that you cannot do this job, please be honest and allow someone else to take this job over. It needs to be advertised to all members and recruitment will take place from scratch.

**\*Please note** that all ACTSCP executive chairs, will work with the education chair to set out a webinar and or a full day course on annually for their professional group/members.