



TREASURER ROLE INFORMATION

Role of the Treasurer of the Society of Antiquaries of Scotland

The Treasurer is a voluntary position as a Trustee responsible to the Fellows for ensuring that the finances of the Society are in accordance with the Society Laws and OSCR requirements and enable the delivery of the Strategic Plan. The Treasurer convenes the Finance Committee and works with [Council](#), the Board of Trustees overseeing the business and strategic development of the Society, ensuring that financial matters are dealt with by Council in a way that Council understands and therefore Trustees can make informed decisions about matters affecting the financial position of the Society. All Trustees of the Society are equally responsible for the legal and efficient running of the Society, following the [Royal Charter and agreed Laws of the Society](#), and the employment of staff.

Trustee roles are voluntary and unremunerated, and the Treasurer is elected annually as per Law 13 of the Society, up to a maximum of six consecutive years. Reasonable expenses will be paid. There is an expectation that Trustees will also contribute and play an active role in projects, and other relevant events where they will act as ambassadors of the Society.

Main Duties

The Treasurer, assisted by Finance Committee (see below), will:

- provide financial input into the Society strategic programme and business planning process
- oversee the financial administration of the Society assisting staff members in any way that is helpful across the full range of financial affairs - from day-to-day operational issues to strategic and policy questions
- advise Council on the proper conduct of financial business, drawing on external expertise as required
- report to Council and Fellows on matters relating to the finances of the Society
- ensure that the targets and objectives set by Council for financial matters are met satisfactorily
- monitor financial implications of proposals in Council, committees and other groups, bringing this to the attention of fellow Trustees as required

Meetings to Chair:

- Finance Committee Meetings (as required during a year)

Activities

The Treasurer will:

- attend Council (Board of Trustees) Meetings (currently five a year in March, May, August, October and December), the AGM and any Extraordinary General Meetings
- work with staff and Finance Committee to produce the annual budget and business plan each year for agreement by Council (1 June to end May financial year)

- work with staff and Finance Committee to produce additional reports and publication pieces as necessary throughout the year, such as proposals for subscription changes
- present the accounts to the Anniversary Meeting (AGM always on the 30 November each year where not a Sunday) and any EGMs as required
- meet with financial advisors such as the Investment Manager, accountants and auditors as required (usually once a year for each)
- consult with the Director and Finance Manager on financial reports for Council Meetings and financial implications of items on the Council agenda
- be a signatory for Society financial matters
- attend other Society Committees as appropriate

The Treasurer is supported by the Finance Committee and Council Trustees all of whom have an equal responsibility for the financial aspects of the Society; general Society business is normally delegated to the Director as per a Scheme of Delegation and financial matters managed by the Finance Manager.

Finance Committee

The Finance Committee is a standing Committee of the Council, the role of which is to advise the Council on matters of financial budgeting, accountability, control and risk affecting the organisation.

Appointment

Law 13 states: “The President shall be elected for a period of up to three years and may stand for election as President for a second term, subject to Law 16 below. The Treasurer shall be elected for one year and, subject to Law 16 below, shall be eligible for re-election provided however that the term of office of the President and the Treasurer respectively may not exceed six years in total. The elections of the President and the Treasurer shall be by ballot at the Annual General Meetings upon a list issued by the Council for that purpose to the Fellows at least fourteen days before the meeting.”

Law 16 states: “A retiring member of the Council who has held office for two terms shall not be eligible for re-election as a member of the Council unless such re-election is as an Office-bearer of the Council, provided however that no person shall be eligible for re-election as a member of the Council in any circumstances if such re-election would result in that person’s period of membership of the Council in any capacity exceeding nine years unless a period of at least two years has elapsed since the date of that person’s previous retirement from the Council.”

Council Trustees have appointed a Treasurer Selection Advisory Group, a short-term working group, to advise the Council on potential candidates for election to Treasurer. The current Treasurer, Dr Stephen Carter has offered to discuss the post with Fellows interested in applying. Contact the Director in the first instance:

director@socantscot.org