



The role of a Treasurer

The overall role of a branch treasurer is to:

- Maintain an overview of the branch's affairs
- Help ensure the branch financial viability
- Ensure proper financial records and procedures are maintained

More specifically the Branch Treasurer would:

- Ensure subscriptions are gathered from branch members (we would strongly recommend standing orders as the easiest way of managing subscriptions)
- Ensure branch costs are paid (physiotherapists and venue)
- Produce an annual branch return at the end of each financial year (January to December)

A branch treasurer should be:

- Financially literate
- Be willing to devote the necessary time
- Be willing to speak their mind and make unpopular recommendations (e.g. if they felt there were financial issues or funds were not being used in line with branch objectives)