

TREASURER – Summary Role Description

Role Summary

- To oversee the finances of Charnwood u3a (Cu3a) in line with good practice and in accordance with Cu3a's governing document (the Constitution), the wishes of the Board of Trustees (the Committee) and charity legislation.
- To take day to day responsibility for Cu3a's finances.
- To present a written report monthly to the Committee, including accounts and financial statements.
- To liaise with Chair, Membership Secretary & Group about financial matters.
- To ensure the financial resources meet the present and future needs of Cu3a.
- To ensure effective measures, controls and procedures are put in place which are appropriate to Cu3a and will safeguard assets and ensure financial security.
- To be instrumental in the development and implementation of appropriate financial reserves and investment policies in line with the charitable objects/purposes of Cu3a.

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Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary.	15/07/2024	