



Role Specification for Music Time Treasurer

Overview:

Pays all bills: rents, insurances, invoices from musicians etc. Collates all the financial information sent by the group reps and liases with the accountants.

Handles queries from group reps and deals with anything that 'comes in the post'!

This role involves:

- Being a member of the Executive Committee and being required to attend committee meetings that are normally held once every half term.
- Acting as a charity trustee.
- Reviewing Music Time's finances on a regular basis and sharing this information with the Chairperson and at committee meetings as appropriate.
- Arranging payment of invoices for venues, musicians and other expenditures as appropriate whilst keeping accurate records of these transactions.
- Keeping a record of all "Income and Expenditure Logs" received from Group Representatives and following-up any missing documentation as appropriate.
- Reviewing half termly "Income and Expenditure Logs" received from Group Representatives and checking the amounts banked against the bank statements.
- Providing Group Representatives with Paying In books as required.
- Liasing with the appointed Insurance provider as required regarding annual renewals and other queries as they arise.
- Liasing with the appointed Accountants regarding the end of year accounts which are required for the Annual General Meeting and the Charities Commission Annual Report.
- Assisting other executive committee members with special projects as required.
- Helping with the organisation of special events e.g. the Extravaganza, summer holiday sessions.

Other points to note:

- There is no weekly time commitment, the workload varies. The workload peaks at the end of each half term.
- Access to a computer and e-mail are preferred.
- This role may be shared by two people.



Vice Treasurer

This role involves:

- Attending committee meetings.
- Acting as a charity trustee.
- Assisting with the above as agreed by the Treasurer and Chairperson.