

**Role Description****01 Scope**

The Trust's Treasurer will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'. The Treasurer is an officer of the Trust as defined within the Trust Rules.

**02 Candidate Requirements**

Before a nomination can go forward for consideration by the Trust membership for appointment as the Treasurer, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
  - a. to attend the number of required meetings.
  - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves.
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member.
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs.
6. Work positively and constructively as a member of the Trust Board and as part of a team.
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.
8. Preferably be a registered accountant, or accounting technician or bookkeeper with membership of a recognised UK professional body, such as the ICAEW, ACCA, AAT, ICB, etc.

**03 Candidate Nomination and Appointment**

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

**04 Specific Duties**

1. Act as a full member of the Trust Board and in line with the current constitution.
2. Ensure that the Trust operates at all times in line with the current constitution and any associated legal requirements associated with its financial dealings.
3. Lead on all matters that relate to the Trust's finances, shareholdings, share acquisitions and necessary expenditures.
4. Manage and take responsibility for the Trust' bank account(s).
5. Manage and take responsibility for all financial transactions, including but not limited to; payments to the Trust and payments by the Trust.
6. Take responsibility for setting up and monitoring any agreed working parties or committees that have a financial remit.
7. Chair as required any finance sub-committees.
8. Maintain an oversight of all the Trust's work to raise funds including the "Boost the Budget' initiative.
9. Take responsibility for ensuring that an annual programme of tasks and procedures are set up and agreed with the Trust Board in order that the Trust meets all its financial requirements and responsibilities.
10. Take a lead role in advising Trust Board members on all matters relating to the Trust's finances.
11. Ensure that, where required by relevant law and the Trust Rules, the Trust Board appoints, on an annual basis, auditors and prepare the necessary accounts.
12. Maintain all necessary financial accounts, systems and records in line with the requirements of the Trust and current financial regulations.
13. Prepare all necessary financial reports as required by the Trust Board for their meetings and the AGM.
14. Ensure that decisions in relation to the Trust's finances and shareholdings taken at meetings are implemented and within agreed timescales.
15. Act as the first point of contact and lead officer in the Trust's dealings with the Trust's bankers and auditors.
16. Maintain up to date and accurate records of the Trust's shareholding in the Football Club and associated capital contribution payments.
17. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board.

**05 Removal**

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

**06 Amendment to Section 03-A-04**

The job description will be subject to an annual review and as a result may change from time to time with the agreement of the full Board and ratified by the membership at a General Meeting..

**Section Ends.**