



## Role Specification for Honorary Treasurer

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*The following constitute the responsibilities of the Honorary Treasurer. It is expected that these are followed to the best of the representative's ability in accordance with the mandate placed upon them by their constituents.*

- Attendance at Executive Committee meetings (in person and teleconferences)
- Member of the Programme Committee for ACPGBI's annual meeting
- Delegated signatory and responsibility for the ACPGBI accounts and financial matters
- Foster and develop relationships with industry (courses, exhibits and sponsorship of databases)
- Preparation of the annual accounts with external auditors
- Presentation of the annual accounts at the annual meeting
- Review of the guidelines and budget for the travelling fellowships
- Annual review of ACPGBI administrator's salary
- Involvement in the external audit process and completion of the ACPGBI's risk registry
- Member of the Education and Training Committee
- Member of The Journal Committee which is responsible for the financial running of Colorectal Disease