



Role Specification for Assistant Treasurer

- Attendance at Executive, Council and Strategy meetings (in person and teleconferences)
- Member of the programme committee for annual congress
- Delegated signatory to the ACPGBI bank accounts
- Foster and develop relationships with industry (courses, exhibits and sponsorship of databases)
- Preparation with the Honorary Treasurer of the Annual ACPGBI accounts
- Review of the guidelines and budget for the travelling fellowships
- Annual review of ACPGBI administrators' salaries
- Involvement in the yearly external audit process
- Represent ACPGBI as ex officio member at external meetings as required

March 2023