

UK PROGRAMME ACTION COMMITTEE (UKPAC) TREASURER

PURPOSE AND ROLE

To administer and oversee the financial affairs of the UKPAC and carry out the duties of an Officer, working to promote the Vision and Mission of Soroptimist International.

KEY TASKS

1. Have knowledge of the policies and procedures of UKPAC and be aware of developments within the UKPAC, SIGBI and SI;
2. Attend and participate in UKPAC meetings and events;
3. Keep proper books of accounts using spreadsheets which can be shared via email with relevant personnel; the financial year shall run from 1 April until 31 March the following year;
4. Operate bank accounts as agreed by the UKPAC using internet banking wherever possible and with all cheques being signed by 2 of the 3 signatories who have been authorised by UKPAC; no blank cheques are to be used;
5. Prepare a budget, in consultation with the Officers of UKPAC, for approval by the whole committee at the summer meeting so that Regional Treasurers can include the levy agreed in their budgets for the following financial year; notify all Regional Treasurers of the levy due immediately following that meeting;
6. Draw up a statement of accounts and balance sheet for approval at the spring meeting so that the accounts can be submitted to SIGBI for inclusion in the examination of accounts for the SIGBI AGM;
7. Receive monies due to the UKPAC and make payments on behalf of the UKPAC and, where relevant, agree that another signatory can make BACS transfers – e.g. she should not authorise her own expense claims and those of the other two signatories must not be made by themselves;
8. Report on the finances of the UKPAC at each meeting;
9. Arrange for change of signatories' mandate to be completed for new signing Officers at appointment;
10. Ensure that the UKPAC receives appropriate advice on its financial affairs;
11. The Treasurer will work in close relationship with the Chairman and Secretary thereby ensuring the financial accountability of the committee to the membership within the UK.

METHOD OF ELECTION AND TERM OF OFFICE

- A candidate shall be in good standing.
- The Honorary Treasurer will be elected initially for two years and shall be eligible for re-election but shall serve for no more than four consecutive years. When a new Honorary Treasurer is to be appointed, the post will be advertised and she will be elected by members of the UKPAC.
- She takes office at the start of the Federation year following her election.
- On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.
- If the Honorary Treasurer is elected from the members of the committee, the Region from which she comes shall elect another person from their Region as Regional PAC to take her place on the UKPAC.
- In the event of the Treasurer being unable to act, the UKPAC will have power to fill the vacancy until such time as an election can be held.

REMOVAL FROM OFFICE

- Where the UKPAC Treasurer is not performing satisfactorily in the elected role, the UKPAC has the power to remove her by calling an Extraordinary General Meeting at which a resolution to remove the UKPAC Treasurer will be presented. An exception to this is where fraud has been admitted or proven to the satisfaction of SIGBI and other Officers of the UKPAC when summary dismissal will be in order.