



Paisley and District u3a – EC Role Descriptor

Treasurer

Key Role

To manage the financial affairs of Paisley and District u3a in accordance with required legal and regulatory practices.

Specific elements

- Ensure P&D u3a financial affairs are legal, constitutional and within accepted accounting practice and which support the financial viability of P&D u3a.
- Ensure all necessary operational procedures are understood and approved by EC.
- Prepare and present banking and financial statements regularly to EC.
- Prepare and present annual budgets and validated accounts for adoption by EC and u3a Members.
- Advise EC on payment methods, fundraising, plans and proposals.
- Liaise with EC members to ensure efficient collection of payments and prompt remuneration.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities.

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date	January 2025	