

Regional Group Treasurer

The position of Treasurer is to serve as the accounts contact to ensure that the Regional Group is financially sound and liaise with head office with regards to Regional Group funds.

As Treasurer, your duties are as follows:

Committee Duties

- Have regular communication with the rest of the committee
- Be aware of the funds within the Regional Group account
- Be aware, monitor and keep records of income and expenditure.
- Monitor committee expenditure.
- Be involved in the planning of the Regional Group study day(s).
- Communicate with the Honorary Treasurer and the office
- Present the Regional Group Accounts at the AGM including a report to the Secretary

Office Duties

- Follow data protection and use the BSDHT email address
- Report to the Honorary Treasurer
- Communicate with the Honorary Treasurer and Head Office advice if required