



St. John Ambulance Treasurer – Birmingham LINKS Role Description

Role Description	Treasurer – Birmingham LINKS
Responsible to	Chair, Birmingham LINKS
Purpose	To manage the financial affairs of Birmingham LINKS

Core Activities within area of responsibility

- 1 Ensure the safety and welfare of members at all times
- 2 To ensure Birmingham LINKS and its members adhere to all legal, general and dress regulations
- 3 To liaise with the various LINKS Sector Support Officers
- 4 To regularly consult and listen to the views of members
- 5 To present a summary of the role at the AGM
- 6 Develop and maintain plans to ensure that all relevant responsibilities are met
- 7 To preserve and uphold the corporate brand and image of St. John Ambulance

Specialist Activities required of this post

- ◆ To advise the Unit and the Society on their financial positions
- ◆ To submit an annual budget to the Guild of Students & administer any resulting grant
- ◆ To submit an annual budget to St. John Ambulance West Midlands
- ◆ To ensure members claim expenses when appropriate (from the appropriate account)
- ◆ To report any financial problems to the Chair and LINKS Sector Support Staff
- ◆ To receive statements for the Unit and Society accounts and check these for accuracy
- ◆ To ensure the Unit works within the rules and regulations laid down in the Unit Finance Handbook
- ◆ To keep clear and separate records of the Unit (Charity) and Society accounts and ensure that money is paid into and withdrawn from the correct account

Commitment required of this post

- ◆ Approximately 5-10 evenings to attend committee evenings
- ◆ Attendance at the West Midlands LINKS Committee training event
- ◆ Attendance at the termly West Midlands Sector LINKS Meetings
- ◆ Other time to meet the specialist activities of this post