



Treasurer

HEN Description of Responsibilities Consecutive terms limited to 3 years

revised October 2024

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Treasurer:

- Maintains financial records for HEN.
- Creates a yearly Financial Report and presents annual accounts at the AGM each year.
- Provides financial data and updates on HEN's finances and bank account information to other NCB Officers as required to enable them to carry out their own responsibilities.
- Makes payments on behalf of HEN via check or electronic means (payments over 200 euro need a second signature.)
- Deposits funds received as required.
- Works with the Events Coordinator to track monies received and makes payments for venues and services related to HEN events, including the annual gathering, in a timely manner.
- Maintains all HEN financial accounts (e.g. Bank, PayPal, Stripe, Braintree, etc) and ensures that contact persons and signatories are currently serving on the committee; All records are kept up to date.
- Works with the IT Officer to ensure renewal of website hosting services.
- Ensures that s/he receives a complete orientation from previous treasurer.

