



Standing Orders for Honorary National Treasurer

1. APPOINTMENTS

- 1.1 An Honorary National Treasurer shall be elected annually at the Associations' Annual General Meeting.
- 1.2 The National Treasurer will be a member of National Council, and any appropriate sub-committee's

2. KEY REQUIREMENTS

- 2.1 To fulfil the requirements of the Associations Constitution and Rules, Standing Orders
- 2.2 To advise Annual General Meeting, Council and Executive Officers on advice received from External Advisors.
- 2.3 To develop and maintain effective relationships with others in relation to ensuring the promotion of the Association, e.g. members, patrons, customers of catering services (e.g. patients, staff and visitors), NHS colleagues, Catering Suppliers, other Professional Organisations and Associations, etc
- 2.4 To uphold the highest standards of integrity

3. MAIN DUTIES

- 3.1 To administer and record the finances of the Association.
- 3.2 To adhere to the Associations Standing Financial Instructions (SFI's) to include:
 - Submit the Association's annual accounts for audit.
 - Balance cheques/electronic transfers with bank statements each month
 - Issue receipts for all funds received
 - Keep records of cheques/electronic transfers issued and funds received.
 - Deposit funds into the current account as soon as possible.
 - Make the necessary transfers within the Associations accounts as necessary.
 - Make payments of travel expenses, subsistence, Honoraria and other expenses of officers of the Association as required under Rule 27.
 - Make other payments as agreed by the Council and recorded in the minutes as required under Rule 28.
- 3.3 To ensure taxation is administered in line with the requirements of the HMRC, taking into account the advice of our external financial and taxation Advisers..
- 3.4 To ensure financial records are securely stored in line with the requirements of the HMRC.
- 3.5 To prepare a certified balance sheet for the period 1st November to 31st October for presentation to the March Council and the Annual General meeting (in accordance with Rule 23)
- 3.6 To advise the Council and Executive at their Jan/March meetings on the Associations' Investments.
- 3.7 To provide to the Annual General Meeting, all Executive and Council meetings a written financial report covering the state of the Associations financial position.

3.8 To manage and review the membership and Corporate Patronage of the Association with the assistance of the Administration Provider to include:

- Confirming approved new members and issuing membership numbers and membership certificates to the appropriate Branches.(in accordance with Rule 8)
- Number of full and associate members in accordance with the guidelines for regulating the number of associate members.
- Number of life and honorary members.
- Names and designations of all new members enrolled.
- Names and addresses of transferred members.
- Names of members who have left the service or resigned.
- Number of members at 31st October in the previous subscription year.
- Number of paid up members in the current subscription year.
- A record of all applications rejected or changed by Executive or Council.
- Approve applications for life membership (in accordance with Rule 6a & 6b)

4. SUPPORT TO BRANCH AND LDF TREASURERS

- 4.1 To support Branch Treasurers to fulfil the requirements of the Association's Governance framework to support compliance and uphold and promote the Associations Constitution, Codes of Practice and Standing Orders.
- 4.2 To support Branch Treasurers on areas of SFI's, the execution of their Standing Orders and provide guidance to ensure a standardised approach for reporting and auditing of branch accounts.
- 4.3 To provide advice to Branch Treasurers on VAT and the completion of documentation
- 4.4 To issue blank Income/Expenditure forms and blank Assets/Liabilities forms and official receipt books to Branch Treasurers.
- 4.5 To liaise and support the Leadership & Development Forum Treasurers ensuring Standing Financial Instructions being followed and review proposed budgets and advice Council.
- 4.6 To liaise with Branch Treasurers to obtain copies of annual Branch Account Reports and Accountants reports, to enable the National Accounts to be completed for the Council meeting in March
- 4.7 To update annually the Branch and LDF Treasurer's VAT return spreadsheets, to take cognisance of subscription VAT and any changes to Branch capita retention.

5. SUBSCRIPTIONS

- 5.1 Make recommendations to Council, at the Feb/March meeting, on rates of subscriptions and Branch capita retention for all members and patrons, and if agreed then provide a paper to the Annual General Meeting in time for the start of the subscription year on 1st November.
- 5.2 Liaise with VAT consultant to confirm VAT on subscription, annually, and advise Branch Treasure's prior to the new Membership year of 1st November. .

6. OTHER DUTIES

- 6.1 As directed by Council undertake other such duties and assignments as required