# Role Description

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<tr>
<th>Title</th>
<th>ABN Honorary Treasurer – (unpaid)</th>
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<td>Reporting to:</td>
<td>ABN Council</td>
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<td>Role overview:</td>
<td>This role has five main aspects:</td>
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<td>1. To monitor the financial administration of the charity and report to the Council/the Executive Committee/Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.</td>
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<td>2. Chairing the Finance, Audit and Risk (FAR) committee</td>
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<td>3. Being a member of the Practical Neurology Management Committee</td>
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<td>4. Being a member of the ABN Executive Committee – a subset of Council that provides active leadership and oversight to the ABN’s work in between Council meetings.</td>
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<td>5. Supporting the ABN’s Meetings programme</td>
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<td>Duties:</td>
<td>1) Monitoring the financial administration of the charity and report to Council/the Executive Committee/Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.</td>
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<td>a) To work with the team in the office and Executive Director to ensure maintenance, delivery, and development of the Association’s financial systems</td>
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Although this role is unpaid, any related travel and subsistence expenses incurred on official duties will be reimbursed according to the ABN policy in effect at the time.

The benefits to the role holder:

- Gaining an insight into the financial aspect of running a small professional body and charity
- Being part of a committed and enjoyable team drawn from UK neurology centres
- Developing leadership skills
- Expanding your professional network
- Expanding your knowledge of neurology
b) To oversee and present budgets, internal management accounts and annual financial statements to Council/the Executive Committee/Trustees

c) To lead in the Council/the Executive Committee/Trustees duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested, and economically spent, in line with good governance, legal and regulatory requirements

d) To provide oversight of the ABN’s risk register

e) To lead in the development and implementation of financial reserves, cost management and investment policies

f) To present at the AGM each year (typically on the middle day of our Annual Meeting in May)

2) **Chairing the Finance, Audit and Risk (FAR) committee**

   a) Working with Executive Director on designing the agenda
   b) Reviewing and inputting into papers prior to the meeting
   c) Chairing the meeting (which typically takes place of an evening, for 1.5 hours, 3 times a year)
   d) Reviewing the minutes and ensuring actions are carried out

The ABN Office will carry out the operational side of finance and will produce relevant documents for review.

3) **Being part of the Practical Neurology Management Committee**

   a) Input into any papers from ABN
   b) Attend the twice yearly (c2 hours, virtual) meetings

4) **Being part of the ABN Executive Committee**

   a) Ensuring that any decisions that are made, consider the financial implications.
   b) Attending a weekly morning 07:30 – 08:30 video call on Wednesdays.
   c) Attending Council meetings which are typically the third Wednesday in January, April and September, 09:00 – 13:00. Council meetings are currently hybrid, but we hope to hold one Council meeting each year in person in London to help build the sense of team. A brief summary of committee activity is provided for these.
   d) Helping the process of independently scoring ABN member national ACCEA award applications, plus writing a subset of brief citations for those who are supported (was typically January, but this is under review)

5) **Supporting ABN’s annual meetings programme:**

   a) Co-host, with the Meetings Secretary, the ‘Industry Meeting’ where interested ABN Meeting sponsors attend to hear an update from the ABN, and they share their new products and indicate if they want to sponsor/attend our annual meeting. This virtual meeting takes place over two half-days towards the end of the year.
   b) Ideally attending the ABN’s annual in-person meetings which are May and November. Council members receive a discounted rate.
   c) Attending three Meetings Committee meetings, these are typically, held the day before Council 16:00 – 18:00, currently remotely.
Identification of engaging and educational speaker suggestions is a core activity.

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<td>d) Scoring a proportion of ABN Annual Meeting abstract submissions (February)</td>
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**Key Relationships:**
- ABN Council members
- ABN Executive Committee members
- ABN office staff
- Industry sponsors

**Time commitment**
The role is likely to take up to c2 days a month.

**Terms**
The term is 5 years (1 as Honorary Treasurer Elect, 4 as Honorary Treasurer), with no option to re-stand.

**Eligibility – criteria**
- Current Ordinary member of the ABN
- In active UK NHS clinical practice

**Skills and experience desired**
We understand that many neurologists will not have advanced financial experience, but we feel members that are good with figures/data, that have attention to detail and are interested in finding out more about the business side of the ABN will have the right mix of skills for this role.

The role comes with the support the staff in the ABN office and the financial auditors we use. The ABN can pay for the successful candidate to attend a short (eg 1 day) course on charity finances and there are other webinars that might be of interest. The year of the post holder being Honorary Treasurer Elect, will also help onboard the successful candidate.

It would be good if the person in the role has:
- An evidence-based approach to risk taking
- Financial literacy
- The ability to think strategically
- Good attention to detail
- Experience of being a team player