

**TERMS OF REFERENCE
for the Treasurer Role of
The Institute of Directors Jersey Branch (“IoD Jersey”)**

1. Purpose/Mission Statement:

The Institute of Directors (“IoD”) is a membership organisation awarded a Royal Charter to support, represent and set standards for business leaders worldwide.

The IoD is represented globally through a network of branches, one of which is the IoD Jersey, which itself operates with a main Executive Committee which has a series of sub-committees.

The purpose of the Treasurer of the IoD Jersey is to deal with all matters relating to the financial affairs of IoD Jersey and the IoD in relation to Jersey. The Treasurer will consistently adhere to policies and procedures that enable it to meet its legal and regulatory obligations.

2. Key functions/scope:

- To be the primary signatory on the IoD bank accounts dealing with making payments online and monitoring payments made by card holders (the Chair and Officer) and receipts.
- To liaise with the Branch Officer on the issue of invoices.
- To maintain the Financials section of Safelink including uploading invoices received and issued.
- To carry out book-keeping of all IoD Jersey cash transactions throughout the year in Xero, the online accounting system.
- To prepare financial information including actuals and forecasts as requested by the Chair and other committee members.
- To prepare annual accounts and present these with a commentary to the Committee for approval.
- To liaise with the auditors and provide information required including sourcing from other members of the committee as necessary.

- To present the annual accounts at the Annual Members' Meeting.
- To complete any documentation e.g. tax return which require financial input.

3. Confidentiality and security:

The Treasurer must maintain all information securely, including any documents, contracts and templates, and be mindful of the relevant data protection requirements.

The Treasurer must keep all information strictly confidential at all times and this condition remains in force once the Treasurer leaves the Committee.

6. Review:

These Terms of Reference will be reviewed at least annually or as required.

14 September 2020