

## Volunteer Role Description: Treasurer Groups/Regions

### About the Royal Photographic Society

The Royal Photographic Society is a registered charity which aims to educate members of the public, promote the highest standards of photography and encourage public appreciation of photography. The Society was established in 1853 and has over 10,000 members in the UK and abroad. It is the UK's leading photography organisation, realising its aims through a combination of workshops and courses, competitions and touring exhibitions, a distinctions and qualifications programme, and an annual awards ceremony.

### About this role

Keeping the day to day finances of a Group/ Region. Knowledge of bookkeeping or accounting is an advantage and a knowledge of online banking would be helpful as all bank accounts will be online in the near future. Previous experience in a similar role is desirable, but not essential. Passion, positivity and a willingness to learn are key.

**Please note: to volunteer for this role, you must be a current member of the Society.**

#### Location

Location is unimportant as long as they have a close working relationship with their Group Chair/RO.

#### Reporting to

Finance Manager – Nikki McCoy [nikki@rps.org](mailto:nikki@rps.org) / 0117 3164 459.

#### Hours

There are no set hours for this role. Based on historical records, the minimum time commitment required to be effective in this role equates to an average of 3 hours per week, depending how busy the Group/Region is

Flexibility is desirable, but many tasks can be performed according to personal availability.

### Typical tasks include

- Keeping the finances of a group or region
- Keeping the cash book up to date
- To oversee and present budgets, accounts and financial statements
- To liaise with designated staff about financial matters
- To present financial reports to the committee
- To make a presentation of the accounts at the annual general meeting (AGM)



## What we offer

- A clear explanation of what your role involves, including relevant training opportunities
- Appropriate resources and assistance to help you carry out your role
- A team of skilled HQ staff, including two dedicated Volunteer and Member Support Coordinators, covering 7 days a week to advise and support you as required
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles
- Recognition for your volunteering
- Agreed out-of-pocket expenses reimbursed in accordance with Society policy

Note: This document will be reviewed at regular intervals, every 24 months, this is the latest version from May 2023.

