

SSG Treasurer Job Description:

Term of office:

3 years

Eligibility:

Active & paid up member of the Scottish Society of Gastroenterology. Nominations will be submitted in writing to the Secretary and will consist of the signed agreement of the nominee, and the signatures of a proposer and seconder drawn from the Society. If a vote is required then this will be followed in line with the SSG constitution.

Job outline:

The Treasurer to the Society works closely with the President and Secretary as part of the Society's executive. The treasurer also has the following specific responsibilities:

1. Oversees the finances of the society with responsibility for all aspects of the Society's finances and banking.
2. Ensures appropriate use of the Society's funds as well as the retention of evidentiary paperwork.
3. Liaises with the RCPE secretariat regarding membership payments and takes action when queries exist.
4. Responsible for the ABPI returns and information for the society.
5. Works with the society's accountants to submit annual accounts/returns.
6. Responsible for the administration of funds to external bodies and any prize winners etc.

(Max Groome 18 January 2021)