



# Children, Young People and Families

A specialist section of College of Occupational Therapists



## Treasurer

### Roles and Responsibilities

1. To pay in all monies/cheques to the specialist section bank account.
2. To liaise with the SS membership administrator re capitation payments
3. To have the specialist section accounts audited by an independent auditor/accountant before submission to the head of finance at COT.
4. To make payments for invoices and expense claims
5. To maintain a record of all financial transactions.
6. To keep all bank and other financial statements for a minimum of five years.
7. To produce an annual report of the group's financial position detailing income and expenditure. This should be made available to all members at the AGM, and a copy printed in the Journal.
8. To advise the committee on financial considerations including budgeting for the business plan and spending of the money available in the account.
9. To act as a point of contact for financial enquiries from regional reps and treasurers.

### General Duties

1. To take part in the NEC as a co-opted committee member to attend at least NEC meetings and contribute to the work of the committee.
2. To promote the role and function of the Children, Young People and Families Specialist Section in liaison with other NEC members.
3. To submit documented claims for expenses incurred on behalf of the specialist section to the NEC on a regular basis.

