



ROYAL
HISTORICAL
SOCIETY

Registered Charity No.206888

ROYAL HISTORICAL SOCIETY

HONORARY TREASURER

JOB DESCRIPTION

The Honorary Treasurer assumes responsibility for the finances of the Society, specifically by:

- Sanctioning all items of expenditure, including salary and pension arrangements of members of staff, and presenting these for information and approval to the Finance Committee
- Considering, when needed, ways of boosting the Society's income streams
- Ensuring that all financial processes are robust and efficient
- Drawing up an annual budget in conjunction with the Executive Secretary and presenting it to the Society
- supervising the annual audit, attending appropriate meetings with the Society's auditors, and presenting the audited accounts to the Society
- monitoring the performance of the Society's investments and attending appropriate meetings with the Society's investment managers
- monitoring the financial aspects of the Society's relations with its key partners: Cambridge University Press, Boydell & Brewer, Brepols and the Institute of Historical Research. This will involve an annual meeting with the Literary Directors and representatives of Cambridge University Press, attendance up to three times a year at the Studies in History Editorial Board, and discussions from time to time about the Bibliography of British and Irish History
- ensuring that the performance and charges of the auditors, investment managers and any other advisors are subject to regular scrutiny by the Society
- taking responsibility, with the Executive Secretary, for managing the Society's Risk Register and for keeping the Society informed of the financial risks to which it may be liable
- managing the Agenda of the Finance Committee and ensuring its efficient working

More generally, the Honorary Treasurer acts as an Officer of the Society, by attending Council and Committee meetings as necessary and taking part in discussion about the Society's operations and future plans.