

Treasurer to the RSA Board

The Regional Studies Association (RSA) is seeking a new Treasurer, following the election of the current postholder to the position of Chair. This a voluntary position, with reasonable expenses to attend meetings reimbursed.

Role description

The RSA Treasurer monitors the financial matters of the charity and reports to the Board of Trustees at regular intervals about the financial health of the RSA, in line with good practice and in accordance with our governing documents and legal requirements.

The key responsibilities of the role include:

- Overseeing and presenting budgets, accounts and financial statements to the Board of Trustees.
- Ensuring that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the investment policy.
- Being instrumental in the development of financial, reserves and investment policies.
- Monitoring and advising on the financial viability of the charity.
- Implementing and monitoring financial controls systems.
- Advising on the financial implications of the charity's strategic plans.
- Acting as a counter-signatory on charity cheques and applications for funds.

There is significant support for the Treasurer in exercising these responsibilities, from the RSA Finance Executive, Chief Executive and fellow Board members. The RSA Treasurer is therefore not required to be a finance professional.

Time commitment

The RSA Board normally meets three times per year – around February (virtually), May/June (in mainland Europe) and November (in London). The Treasurer is also a member of the RSA Executive Group, which meets three times a year online. If desired, the Treasurer is able to attend several RSA committees as an *ex officio* member. Other time commitments arise from liaison with staff and with the RSA's auditors.

The RSA is actively committed to equal opportunities and the promotion of diversity and inclusion on its board. We welcome applications from anyone who is suitably experienced and genuinely interested in the role.