

Treasurer Role Description

- Assume responsibility for the financial position and functions of the MACP – with the assistance of the MACP Administrator who currently maintains the monthly budget reports and deals with day to day bill payments and purchases.
- Liaise with the chair and committee members re financial matters.
- Review and evaluate costs of activities / developments, including expense claims.
- Maintain the expense guidelines and ensure all committee members understand the guidelines and are adhering to them.
- Make payments as required, including paying the MACP Administrator each month.
- Finalise the yearly accounts, produce a report for the members, and present a report at the AGM. Maintain financial integrity of the organisation and be able to present this to the membership at AGM
- Report at Exec meetings on financial issues relevant to the EC.
- Set the budget for the executive committee with the Chair & set the MACP budget for the following year with the relevant exec member; to be documented in the annual report for the MACP. Monitor costs remain appropriate for specific projects - Currently, this is predominantly:
 - Website
 - Elsevier (Contract renegotiation included)
 - Nurturing research conference
 - 14Fish platform

These respective costs will change dependent on projects ongoing

- Maintain banking mandate and process to allow application for more modern payment method (credit card/ debit card)