

ROYAL COLEGE OF PSYCHIATRISTS
OFFICER JOB DESCRIPTION

JOB TITLE:	Treasurer
TERM OF OFFICE:	5 years
RESPONSIBLE TO:	President
WORKING WITH:	President, Honorary Officers, Chief Executive, Board of Trustees, the College Editor, Director of Finance & Operations, Director of Strategic Communications.
ELECTED/APPOINTED:	Elected by College Membership
TIME COMMITMENT:	2PAs

JOB PURPOSE

To be accountable to the Board of Trustees and the Members for:

- Effective financial strategies to enable delivery of the College's strategic objectives
- Supporting the President in ensuring the College publishing portfolio is governed, managed and produced to the highest levels of scientific accuracy and relevance to the readership, which includes both members, the psychiatric profession worldwide, other health professionals, and patients and the general public. the finances of the College.

KEY RESPONSIBILITIES

College leadership responsibilities

1. With other members of the Board of Trustees, ensure the good governance of the College in accordance with all applicable Laws and Regulations including the Charter, Bye-Laws, Regulations and Charity Commission guidance.
2. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
3. Adhere to the Joint Code of Conduct.
4. Attend meetings of the Board of Trustees and Council.
5. Attend Officer Management Meetings and Presidential Quarterly Meetings.
6. Co-chair the Publications Management Board with the College Editor (there are at least four meetings per year, chaired by the College Editor and co-

chaired with the Treasurer). Both the Treasurer and College Editor have a duty to ensure the Publications Management Board Terms of Reference are followed and reviewed regularly and to report any matters relating to business and risk to the Board of Trustees

7. Chair or be a member of any further committees of the College as prescribed by the Bye-Laws and Regulations.

Financial leadership responsibilities

8. Ensure the College financial strategy aligns and supports delivering the strategic objectives.
9. Chair the Finance Management Committee and uphold the requirements of the Charity Commission on the use of charitable funds.
10. Ensure the advice and guidance of the Lay Trustee members of the Board and FMC is reflected in the work of the executive team and reported to the Board appropriately.
11. Oversee a suitable programme of internal audit aligned with the financial risks facing the College, monitoring the follow up and completion of actions reported to FMC.
12. Represent the College at meetings of Treasurers of Medical Royal Colleges held twice per annum and to host the meeting on a rotational basis. Attend meetings of other relevant bodies as required.

Operational finance responsibilities

These are included in the job description to reflect that there are specific responsibilities for the Treasurer contained within the Bye Laws, which are now part of the College's wider financial and governance processes.

13. Work with the executive to ensure systems are in place to support the Finance Officers of the Devolved Councils, Divisions, Faculties and Special Interest Groups to have appropriate training for and oversight of their devolved budget responsibilities.
14. Work collaboratively with the Chief Executive and the Director of Finance and Operations and with other Directors and Heads as required.
15. Provide oversight on the processes in place to inform Members and Associates of the College of their annual subscriptions due.
16. Update the Board periodically on Members and Associates who are at least 12 months in arrears.

17. Consider requests to waive or reduce fees or reinstate membership.
18. Monitor and oversee the financial reporting produced by the finance team, working with the FMC and Lay Trustees to evolve the information as required to provide financial information for decision-making within the College and ensuring compliance with the provisions for financial record-keeping under Charities legislation and guidance issued by the Charity Commission.
19. Present a report at each annual general meeting together with a summary of the accounts for the financial year before such annual general meeting. The summary of the accounts shall include a balance sheet and revenue account and separate accounts of any bequest or fund.
20. As required, authorise and witness the use of the Seal of the College with other Officers as designated by the Board of Trustees.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners

- Be transparent, wherever possible and appropriate

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'

INTERNAL COLLEGE CONTACTS (during Elections):
<ul style="list-style-type: none"> • Department: Finance and Operations • Section/Project: Membership Services • Name of Contact: Devan Turner • Job Title: Membership Services Coordinator
INTERNAL COLLEGE CONTACTS (Once elected):
<ul style="list-style-type: none"> • Department: Chief Executive's Office • Name of Contact: Rosalind Steele • Job Title: PA to Officers