



Role Description **Treasurer**

In addition to their responsibilities as Trustee of UKSG, the Treasurer carries out the following tasks:

- Contributes to strategic planning and decision-making, developing financial strategies that align with UKSG's mission and values.
- Works with the Executive Director to prepare annual budgets for approval by the Board.
- Prepares regular updates for the Board on UKSG's performance against budget.
- Attends the annual meeting of the Remuneration Committee (with the Chair and Vice-Chair), to decide on pay and bonuses for UKSG employees (usually takes place virtually).
- Ensures UKSG complies with all relevant financial regulations and that the annual accounts are prepared and audited in accordance with UK charity law.

Additional activities

- Attend and actively participates in Board of Trustees meetings and online discussions
- Participate in ad hoc working groups (as a member of the Main Committee)
- Participate in ad hoc strategic planning events and discussions
- Participate in regular discussions with the Chair and Vice-Chair to check on progress with major activities (usually takes place virtually)

Rob Johnson, Treasurer, UKSG October 2023