



ADH Treasurer Role Description

Role Title:	ADH Treasurer	Reports to:	ADH Chairman
Organisation:	The Association of Dress Historians (ADH)	Manages:	Treasury Sub-Committee (Deputy Treasurer and Grants Associate)
Purpose of role:			
<p>The ADH Treasurer is responsible for managing ADH organisational finances and guiding The Trustee Board to carry out their financial responsibilities. The role will primarily focus on ensuring that ADH financials and accounts are legal, constitutional, and within accepted accounting practice.</p>			
Role Expectations			
<p>The ADH Treasurer will be expected to:</p> <ul style="list-style-type: none"> • Prepare and present yearly financial reports to the ADH Trustee Board for approval • Present yearly reports at the AGM and submit to the Charity Commission • Advise and guide The Trustee Board on how to carry out their financial responsibilities • Manage Treasury Sub-Committee comprising of Deputy Treasurer and Grants Associate • Oversee the production of an annual budget and reserves policy • Ensure proper records are kept and effective financial procedures are in place • Oversee the production of necessary financial reports/returns, accounts, and audits • Manage ADH bank accounts and secure access by nominated ADH Executive Committee members • Make fellow Executive Committee members aware of financial obligations and ensure they understand financial reports and data • Report financial position at Executive Committee meetings (balance sheet, cash flow, fundraising performance, etc.) • Review relationships with financial institutions to ensure ADH funds are invested with organisations who share ADH values • Arrange payments to suppliers as appropriate and arrange appropriate signatures on payments • Attend ADH International Conferences and events (generally twice a year) and ADH Executive Committee meetings (three maximum a year), as required 			

Desirable skills:

- Good strategic and planning skills
- Good organisational and administrative skills
- Knowledge of bookkeeping and financial management (as required)
- Experience of cloud-based accounts software (currently Quickfile). Training will be available
- Good financial analysis skills
- Demonstrable interest in the field of dress and textile history
- Ability to use Microsoft Office package

Desirable competencies:

- Good interpersonal and communication skills
- Ability to promote a fair, open, diverse, and inclusive organisational culture

Type and length of role

- This is a voluntary role on the ADH Executive Committee. It is a three-year tenure after which, the role will be put up for re-election.
- This role is subject to a three-month review period to ensure expectations are met for both role holder and the ADH Executive Committee.
- The role holder will need to devote required time to position and organisation (this will be discussed with successful applicant prior to acceptance of role).
- In the event the role holder resigns, a by-election must be held and a new Treasurer recruited before current role holder can stand down.

To apply, please send a CV and brief covering letter (maximum 200 words) detailing how you meet role expectations, skills, and competencies to: treasurer@dresshistorians.org