

**ROLE TITLE – NOTTS. NETWORK TREASURER**

To safeguard the good name and values of Notts. Network of U3As. To be aware of Equality and Diversity and Data Protection issues.

To be aware of the Health & Safety Best Practises at Meeting Venues.

To attend Network and Officers' Meetings whenever possible.

To act within the Guidelines and Advice of the Information to All Treasurers circulated by National Office.

To produce balance sheets and other information for all meetings.

To produce an annual Budget Forecast

To ask that the Network agree to an Affiliation Fee

To send Invoices re Affiliation Fee to all Treasurers of the Network U3As

To pay all invoices and expenses where necessary by cheque or BACs payments.

To deal with all financial enquiries arising from inside or outside of the Network ensuring that a copy of this information is sent to the Secretary for filing.

To work together with all of the Officers informing the Bank of any changes to the arranged signatories.

To act as a signatory for the Network Bank Account.