



**The professional association for  
social work and social workers**

## **BRITISH ASSOCIATION OF SOCIAL WORKERS**

### **ROLE DESCRIPTION**

#### **TREASURER**

**To be an Honorary Officer of BASW Council, a Director of the Association and to be responsible for reporting to Council on the work of the Finance & Organisational Development (FOD) Committee.**

#### **Appointment & Term of Office**

To take office from the conclusion of the AGM and hold office until the conclusion of the 2<sup>nd</sup> AGM following the one at which they were elected. They can then stand for re-election for a further 2 year term of office.

The role is non-executive and the post holder will be expected to act in accordance with the policies and procedures of the Association. Remuneration of £12,000 is available to the post-holder.

#### **Eligibility**

The Treasurer shall be elected by the Members by postal ballot. Candidates for election as Treasurer must have been Full-Voting members for a minimum of 2 years continuously immediately prior to nomination. BASW is a company limited by guarantee and all candidates must be eligible to stand as company directors.

#### **Main duties**

- To chair the BASW FOD Committee.
- To lead and manage the FOD Committee efficiently and effectively in accordance with its Terms of Reference.
- To set the Committee's agenda in conjunction with the Chief Executive and Committee members.
- To ensure that the Committee's agenda, deliberations and decision making are credible, forward thinking and worthwhile.
- To chair panel for selection of Committee members.
- To advise the Chief Executive on matters relating to the assets of the Association and financing of its activities.
- To oversee the Association's Human Resources policies and strategy with regard to legal compliance and the protection of the Association's long-term interests.
- To develop appropriate briefing/training of Committee members in conjunction with the Chief Executive.

- Any other duties as required

**Person requirements**

- Ability to promote the social work profession.
- Possession of effective leadership and chairing skills.
- Ability and willingness to promote the Board's agenda in the media.
- Ability to provide strategic leadership regarding the allocation of resources to the achievement of future strategic objectives.
- A good/high profile in own field of practice.
- Availability to carry out the responsibilities of the position.
- It is anticipated that the duties of the Chair will entail a commitment of up to 1 day per week.

Revised Feb19