



Treasurer and Honorary Secretary Role Descriptions

1. Role of the Honorary Treasurer

The role of the Honorary Treasurer directs the governance, financial management and supervision for the Diabetes Care Trust (ABCD) Ltd, ABCD (Diabetes Care) Ltd and BJDVD Ltd. supported by a contracted bookkeeper and professional accountant. As part of the ABCD executive the treasurer works closely with chair, secretary, and meeting secretary of ABCD, the directors of BJDVD Ltd and the trustees of Diabetes Care Trust.

The role is for a period of 3 years initially and is reviewed on an annual basis thereafter.

The treasurer will be appointed as a trustee for Diabetes Care Trust (ABCD) Ltd whose subsidiaries are ABCD (Diabetes Care) Ltd and BJDVD Ltd. The treasurer will also be appointed as part of the executive team for ABCD (Diabetes Care) Ltd and BJDVD Ltd.

Essential training, reading and support:

1. [Treasurers Handbook](#)
2. The Treasurer will be required to join the [Honorary Treasurers Forum](#)
3. The Treasurer will be required to complete the [Essentials of Charity Finance](#) and [A trustee's role and responsibilities](#) courses available free of charge from [NCVO](#).
4. The treasurer will have full access to company accounts through our Xero finance software management system

Main responsibilities

1. Ensures compliance to Charity Commission guidance on financial management
2. Liaises with professional advisors and oversee the preparation and scrutiny of annual accounts of each organisation.
3. Responsible for the timely submission of annual return and annual report to Companies House and Charity Commission
4. Oversees the financial affairs of the organisations and ensure they are legal, constitutional and within accepted accounting practice.
5. Ensures proper records are kept and that effective financial procedures and policies are in place.
6. Liaises with relevant executive, board, and committee members to ensure the financial viability of the organisations.
7. Makes fellow trustees and committee members aware of their financial obligations and takes a lead in interpreting financial data to support them.
8. Supported by accountant, advises the board of trustees on financial governance procedures and financial responsibilities.
9. Oversees the production of an annual budget for each of the organisations.
10. Is responsible for appraising the financial viability of plans and proposals of each organisation.
11. Attends Diabetes Care Trust trustees' meetings and presents financial management reports to the board in a format that helps the board understand the charity's financial position.
12. Attends ABCD committee meetings and produces a treasurer's report for each organisation for the meetings.



13. Attends AGM of each organisation to answer any queries about the annual accounts and provides a summary of each annual report.
14. Participates in regular meetings and discussions with trustees and/or executive and provides input on financial issues pertaining to the organisations.
15. Liaises with operations team (Red Hot Irons Ltd), bookkeeper, professional advisers, trustees, and executive as required.
16. Acts as a spoke-person and advocate for Diabetes Care Trust (ABCD) Ltd, ABCD (Diabetes Care) Ltd and BJDVD Ltd alongside the trustees and executive.
17. Undertakes additional roles & duties as part of the ABCD executive, which may involve, for example, participation in educational meetings, liaison with Diabetes UK or delegated representation of other members of the executive at national events or meetings.



2. Role of the Honorary General Secretary

The role of the General Secretary provides the governance and supervision for the Diabetes Care Trust (ABCD) Ltd, ABCD (Diabetes Care) Ltd and BJDVD Ltd. The General Secretary with chair, treasurer, and meeting secretary of ABCD and the trustees of Diabetes Care Trust.

The role is for a period of 3 years initially and is reviewed on an annual basis thereafter.

The secretary will be appointed as a trustee for Diabetes Care Trust (ABCD) Ltd whose subsidiaries are ABCD (Diabetes Care) Ltd and BJDVD Ltd. The secretary will also be appointed as part of the executive team for ABCD (Diabetes Care) Ltd and BJDVD Ltd.

Main responsibilities

1. Plans and arrange committee meetings – responsible for ensuring minutes of committee meetings and AGM are complete – then hosted on website.
2. Participate in regular meetings and discussions with trustees and/or executive on issues pertaining to the organisations.
3. Liaise with operations team (Red Hot Irons Ltd), treasurer and website co-ordinator regarding membership applications, and notices for website.
4. Contribute to and Organise (seek funding- invite bids, process the bids) for the ABCD Clinical audit programme – 1 per annum at present.
5. Co-ordinate and select reps from ABCD for ABCD input to NICE tech appraisals and guidelines process.
6. Co-ordinate the yearly meeting with Diabetes UK hosted by ABCD and attend Diabetes UK for joint meeting.
7. Attends ABCD committee meetings.
8. Attend Diabetes Care Trust trustees' meetings twice yearly and produces a General Secretary report for the meetings.
9. Attends AGM of each organisation to answer any queries and produce the General Secretary report for meeting.
10. Co-ordinate the process for election -ballot for ABCD committee and office bearers.
11. Deal with queries from external organisations and individuals re ABCD and specialist diabetes.
12. Attend national meetings on behalf of ABCD (e.g Health Care Commission, NICE).
13. Develop the role of a press liaison officer – established role as spoke-person for ABCD alongside Chair and Treasurer.
14. Develop and support strategy for ABCD alongside executive and committee.
15. Act as a spoke-person for Diabetes Care Trust (ABCD) Ltd, ABCD (Diabetes Care) Ltd and BJDVD Ltd alongside the trustees and executive.