**Vacancy for Honorary Treasurer of the Scottish Records Association**

This is an exciting opportunity for someone to take an active role within the Association and to develop experience of handling and managing budgets. The time commitment required may vary depending on the activities of the Council of the Association, but generally averages one to two hours per week. The voluntary role of Treasurer carries the following responsibilities:

* Budgeting
* Managing the Association’s bank account
* Using Microsoft Excel to keep track of income and expenditure
* Paying invoices
* Administration of travel and other expenses for Council members
* Producing and presenting the Treasurer’s Report at the Annual General Meeting and at regular meetings of Council
* Preparing and submitting Gift Aid claims
* Working closely with the Membership Secretary to monitor and process payment of membership subscriptions
* Preparing and submitting the Association’s Annual Accounts for scrutiny by an Independent Examiner
* Liaising with Council members on all matters relating to the Association’s finances
* Contributing to discussion on wider issues relating to the Association at Council meetings

The outgoing Treasurer, Ms Liz Course, will offer guidance and support to the new post holder. If you would like to be considered for this role or are interested in finding out more about the duties involved, please contact the Secretary, Anne Cameron: anne.m.cameron@strath.ac.uk.