



Events Team

Role Description: Treasurer

About Forum

Forum for Counsellors and Psychotherapists is a not-for-profit group run for, and by, its members. Forum's primary role is to provide high quality workshops for counsellors and psychotherapists, mainly from the Shropshire and Mid-Wales areas. Events are usually held three or four times a year, on a range of topics. We go to some trouble to find knowledgeable and skilled facilitators and usually aim for a mix of theoretical and experiential learning. Our workshops are well attended, highly rated and affordable.

Forum's training programme is organised by an Events Team. These are members who volunteer their skills and experience through various roles. Being part of the team can increase contact with professional colleagues, enhance personal and professional development, and count towards CPD.

Title of role: Treasurer

The treasurer's primary responsibility is to look after Forum's finances.

Key aspects and skills: to maintain Forum's cash book, reconcile the bank account, and be aware of when Forum's liabilities (e.g. annual insurance premium) and expenses (e.g. training room hire and facilitators fees) need to be settled. Basic accountancy, spreadsheet and IT skills required.

Responsibilities include:

- Preparation of Forum's annual accounts.
- Keep Forum's cash book up to date.
- Pay expenses claims and liabilities as and when claimed or invoiced.
- Access Eventbrite to monitor ticket/event sales and respond where necessary.
- Pay Invoices for venues for team meetings and training events.
- Attend meetings of the Events Team.
- Liaise with the Events team on financial matters and prepare and present an annual financial report for members at the Forum AGM

Time commitment: 4-5 Events Team meetings a year (on a weekday evening for around 90 mins), plus time to complete tasks relevant to the role.

Expenses: travel expenses paid for meetings and other costs incurred while volunteering for Forum.