

Role Descriptor: Honorary Treasurer of RCN Council

Title: Honorary Treasurer

Reporting To: Council

Basis: In accordance with RCN Standing Orders, the Honorary Treasurer is elected for a two-year term from amongst the members of Council.

Time commitment (including meetings): The Honorary Treasurer is a member of Council and the Chair of the Finance and Investment Committee. The estimated time commitment for the Honorary Treasurer is 1 day per month, in addition to time spent fulfilling general Council member duties. This includes formal planned and ad hoc meetings of Council and the Finance and Investment Committee and attendance at events. The RCN Council meets at least 5 times per year in person, hybrid or online. The majority of these meetings are at RCN HQ Cavendish Square, London), but Council also meets once a year at Congress and the AGM meeting is sometimes held outside of London. The Finance and Investment Committee meets at least 3 times per year.

Eligibility: The Honorary Treasurer must be a fully paid-up member in the Nurse membership category and must adhere to any other relevant eligibility requirements set out in the RCN Election Policy and Processes document.

Purpose of the role

The Honorary Treasurer is primarily a member of Council and as such they share collective responsibility for the governance of the organisation as a whole with other Council members. However, the Honorary Treasurer has additional duties to fulfil, and their overarching role is to:

- Formally present the RCN's annual accounts to the membership at the AGM.
- Chair the RCN Finance and Investment Committee.
- Help Council to fulfil its obligation to provide financial oversight to the organisation by presenting and explaining information to Council, offering an independent opinion, and advising on a course of action.
- Ensure that the RCN's financial interests are taken into account in all Council discussions.

The Honorary Treasurer should not involve themselves in the day-to-day operations of the RCN, but may, from time to time, work with RCN staff members to achieve results. When representing the RCN in a public space in their capacity as Honorary Treasurer and a Council member, they should ensure

that their actions do not bring the RCN and profession into disrepute, and they should take care not to take public positions contrary to those of the RCN.

Key responsibilities of the role:

This role descriptor should be read in conjunction with the role descriptor for RCNC Council member. In addition to the general responsibilities as an RCN Council member, the Honorary Treasurer:

- is a Council Officer who acts as a spokesperson for the Council on financial decisions and presents the annual accounts to the membership at the AGM.
- ensures Council Members are kept informed about their financial duties and responsibilities.
- in conjunction with the Chief Financial Officer, provides informed but objective advice to the Council on all matters involving finance, in particular:
  - the short and long-term financial health of the RCN.
  - the approval of the strategic plan, budgets and accounts.
  - the effectiveness of the organisation's use of assets, particularly the reserves and investment policies and property strategy.
- chairs the RCN Finance and Investment Committee, which undertakes objective scrutiny of the RCN Group's financial performance and investment function to ensure that resources are being effectively used and that cost improvement is achieved.
- signs off and approves financial documentations in line with the RCN's Schedule of Financial Limits.
- is an ex-officio member of the RCN Group Remuneration Committee.
- attends meetings of the RCN Group Audit Committee as an observer.
- acts as an information conduit between staff and the Council.
- works closely with the General Secretary and Chief Executive and the Chief Financial Officer as well as with the RCN Chair of Council and the Chair of the RCN Group Audit Committee.

Person specification:

In addition to the requirements for a Council member, the Honorary Treasurer should be able to demonstrate:

1. An ability to see and understand financial issues from a strategic standpoint and to champion effective financial governance.
2. Commitment to the role of Honorary Treasurer with a willingness to develop a sound understanding of the organisation's finances and reporting obligations.
3. Strong leadership and the ability to command respect.
4. An ability to chair meetings and to support Council to make effective decisions.
5. A commitment to ensuring effective member engagement.
6. Strong interpersonal skills and the ability to influence.
7. The ability to drive through change.
8. An active commitment to RCN Respect Charter, promoting EDI and Nolan Principles.