

## **BIMHN Role Description – Treasurer (Voluntary Role)**



Bristol Independent Mental Health Network (BIMHN) is a mental health user led group campaigning to improve mental health services in the City of Bristol.

As Treasurer, your core responsibilities would include:

- Maintain a bank account for the group.
- Setup and maintain a petty cash system for the group.
- Assist the Chair and other committee members to ensure payments are made for attendance travel and invoices.
- Provide regular updates to the membership on the state of the group's finances.
- Researching and sourcing book keepers (for approval by the members) to assist in the maintenance of the accounts.
- Researching and sourcing independent auditors for approval to perform annual scrutiny of the accounts.
- Researching potential funding opportunities for BIMHN/IMHN to apply for.
- Developing fundraising ideas as an additional source of income for BIMHN/IMHN.
- Ensure that the financial policies and procedures for the group are correctly followed in line with the governing documents.
- Ensure that all expenditure is internally audited (once a quarter at a minimum).
- Prepare an annual report for the Annual General Meeting.
- Take on other tasks as reasonably requested by the committee/membership.

You would also be expected to adhere to the **“Expectations of Officers & Representatives of IMHN/BIMHN”**.