

Volunteer Role Description: Honorary Treasurer

About the Royal Photographic Society

The Royal Photographic Society is a registered charity which aims to educate members of the public, promote the highest standards of photography and encourage public appreciation of photography. The Society was established in 1853 and has over 11,000 members in the UK and abroad. It is the UK's leading photography organisation, realising its aims through a combination of workshops and courses, competitions and touring exhibitions, a distinctions and qualifications programme, and an annual awards ceremony.

About this role

The Honorary Treasurer is an elected Honorary Officer of The Society and a member of the board of trustees. The business of The Society is managed by the board of trustees, which comprises:

- Three elected Honorary Officers (President, Vice-President and Treasurer)
- Four elected members
- Up to three additional persons who may be co-opted onto the board, bringing particular skills or experience

Trustees have independent control over, and legal responsibility for, a charity's management and administration. For more information about the key duties of all trustees of charities in England and Wales, please see ['The essential trustee: what you need to know, what you need to do \(CC3\)'](#), developed by the Charity Commission for England and Wales.

Location

This role is not limited to a specific location; however, it should be noted that regular attendance will be required at Society HQ and other locations across the UK for various Society and external meetings and events.

Reporting to

The President and The Charity Commission for England and Wales. (Regular interaction with staff at RPS HQ, particularly the Finance Manager and Chief Operating Officer, will also be required.) A schematic showing the current structure of The Society can be found [here](#).

Hours

There are no set hours for this role – flexibility is essential. Based on historical records, the minimum time commitment required to be effective in this role equates to an average of 10 hours per week. This includes attendance at a minimum of 6 trustee meetings per year.



Typical tasks include

Please note that these tasks are in addition to the key duties of all trustees, as outlined by the Charity Commission for England and Wales.

- Ensuring that The Society's financial management policies and procedures are in line with current accepted best practice.
- Working with and assisting the Chief Operating Officer and Finance Manager on financial strategy, planning and management.
- Chairing the Investment Committee.
- Approving the appointment of volunteer Treasurers within The Society's Regions and Special Interest Groups.
- Reviewing and signing off The Society's Annual Accounts.
- Approving major items of expenditure as a signatory to The Society's bank account.

What we are looking for

As well as good interpersonal, diplomacy, communication and teamwork skills, we are looking for people who are interested in the work of the RPS and are willing to give their time to help run the charity.

The Honorary Treasurer should also represent the full diversity of Society membership whilst working in the best interests of The Society.

Please note: to volunteer for this role, you must be aged 18 or over and a current member of The Society. You should also hold a professional accountancy qualification or have significant similar experience in another organisation.

What we offer

- A clear explanation of what your role involves, including relevant training opportunities.
- Appropriate resources and assistance to carry out your role.
- A full RPS induction.
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles.
- Recognition for your volunteering.
- The services of a dedicated Volunteer Support Manager, responsible for providing guidance and support.
- Agreed out-of-pocket expenses reimbursed in accordance with Society policy.

Additional information

- For more information about this role and The Society in general, please refer to the relevant [governing/procedural documents](#) and The Society's [Strategic Plan](#).
- For details of upcoming induction days and other training/development opportunities, please contact the [Volunteer Support Manager](#).

