



## UKPTS Treasurer

The UKPTS is inviting expressions of interest from members to join the UKPTS executive board as UKPTS Treasurer.

The role is voluntary and for two years, and the post holder will not normally spend more than one to two hours a week attending to society business.

The role forms a key part in the running of the UKPTS with oversight of financial expenditures and input into board decision making related to finance.

The Treasurer:

- plays a major role in the strategic leadership and planning of UKPTS business and with collective responsibility as a member of the UKPTS executive board.
- exercises oversight of the UKPTS finances, taking a lead role in approving financial commitments and updating the board on the financial position of the society.
- authorises payments leaving the society bank account.
- monitors the UKPTS expenses policy.

- will liaise with accounts person/book-keeper to support the annual accounts.
- attends the four board meetings held over the year (two in person and two via teleconference), and
- deputises for the President as appropriate.

Candidates are invited to provide a short cover and CV to our [admin@ukpts.co.uk](mailto:admin@ukpts.co.uk) email address by 31 May 2019, demonstrating suitability for the position with prior experience and expertise of performance in a similar role whereby they had responsibility for financial and budgetary matters.

## UKPTS Secretary

The UKPTS is inviting expressions of interest from members interested in joining the UKPTS executive board as UKPTS Secretary.

The role is voluntary and for two years, and the post holder will not normally spend more than one to two hours a week attending to society business.

The role forms a key part in the running of the UKPTS, ensuring the company's corporate governance and compliance obligations are met, with the close support of the Society's President and Treasurer and wider board.

The Secretary:

- plays a major role in the strategic leadership and planning of UKPTS business and with collective responsibility as a member of the UKPTS executive board.
- manages the society's email account, responding where appropriate with input from the board.

- with close support, ensures the deadlines for the company filings are met, liaising with the company's acting accountant.
- ensures that proper procedure is followed at board and general meetings, setting the agenda for those meetings along with the President.
- attends the four board meetings held over the year (two in person and two via teleconference), and
- deputises for the President as appropriate.

Candidates are invited to provide a short cover and CV to our [admin@ukpts.co.uk](mailto:admin@ukpts.co.uk) email address by 31 May 2019, demonstrating suitability for the position with experience and expertise of performance in a similar role.