

GLOUCESTERSHIRE AREA QUAKER MEETING JOB DESCRIPTION

Title: AM Deputy Treasurer

General Context of the Role (Quaker Faith and Practice: 13.42-3, 14.01-21):

The Area Meeting (AM) as the primary Meeting for church affairs must keep those affairs in proper order. A key person in seeing to this is the AM's Treasurer and you should read the more lengthy Job description for that post. It gives the context for the more restricted range of duties envisaged for the Deputy; and it also spells out some of the detailed points someone considering nomination should be aware of.

The Deputy Treasurer is expected to work with the Treasurer, to undertake such specific work as is agreed after negotiation between them, to attend meetings of the AM Property and Finance Committee (P&FC) and to deputise as necessary for the Treasurer at P&FC or at AM. The Deputy would become familiar with the guidance of the regularly updated Treasurer's Handbook.

An Examiner, as is legally required, annually inspects the work and reports to P&FC. With the increasing complexity of legal requirements in financial matters it is open for the Treasurer to purchase expert guidance or pay to have certain technical work done for the AM. So a Deputy need not feel that she or he has to be a "financial wizard" or fear becoming a "Bob Cratchit" clerical hack (and see next section).

Experience and qualifications sought:

The Deputy Treasurer does **not** have to be an accountant or well versed on investment matters; in fact no formal qualifications are required. Being at ease with figures will help, as will being able to adopt a methodical approach to the work.

For the scale of the AM operation it is helpful to have computer skills and a computer but such skills and equipment are not essential. The Deputy Treasurer will have in many respects the same sort of characteristics and experience as we seek in our Treasurer and will be supported by the Treasurer and members of P&FC.

Main Responsibilities:

These have been outlined above:

- 1 Supporting the Treasurer in her or his work
- 2 Sharing in specific aspects of the work, possibly on e.g. fund raising through the annual schedule and Quotas on AM's.
- 3 Being *ex officio* a member of the AM Property and Finance Committee.
- 4 Deputising for the Treasurer as need arises.
- 5 Being ready to attend occasional conferences of Treasurers as part of learning or developing the role.
- 6 It is not assumed that the Deputy will become the Treasurer; but sometimes this may turn out to be a natural progression.

Rewards and satisfactions of the job:

This is a form of service not open to all, but found to be enjoyable and satisfying by those who undertake it.

Adopted by MMNC
31 03 2003