

CoLB Standing Order: 2018

11



BRIGADE TREASURER

Job Description – Citty of London Brigade Treasurer

This job description is for the post of Treasurer to the Citty of London Brigade. The post is an appointment that will be recorded in Orders of the Day and will be held by the appointee at the discretion of the Brigade Commander of the Citty of London Brigade. The Brigade Commander can choose to end the appointment without notice at any time and require the Treasurer to return all materials held by the treasurer in connection with the post within a reasonable period but not longer than 14 days. The appointment confers no authority or rank.

The role of the Treasurer:

1. The Appointment reports to the Brigade Commander and 2iC of the Citty of London Brigade.
2. The treasurer shall take on the responsibilities of a Treasurer as defined by SK Guidelines, maintain effective and complete records, and will produce simple accounts showing income versus expenditure from 1st January to 31st December each year;
3. The treasurer will sign these accounts as their author, and ensure that the Brigade Commander signs off these accounts and that they are filed by the 31st January each year with the Sealed Knot;
4. The treasurer must declare prior to accepting the appointment if they know any reason why they may not act as treasurer or as a signatory on the Brigade Current Account in front of the brigade 2iC, and Brigade Commander; they should also declare any potential conflicts of interest.
5. Authority for any expenditure on the account can only be given by the Brigade Commander.
6. All cheques issued must be signed by the Brigade Commander plus one of the other signatories on the account; in extremis the other signatories can issue a cheque with the Brigade Commander's written approval.
7. The Brigade Commander reserves the right to alter this standing order as requirements of the role change and alter over time. Any amendment will be brought to the immediate attention of the Treasurer and published on the website www.CittieofLondonBrigade.org

This Standing Order is issued for the Citty of London Brigade, this day 30th March 2018
By Order.

Jon Courtney-Thompson
Colonel-General & Officer Commanding Citty of London Brigade