**RCOT Example role – Specialist Section National Executive Committee (NEC)**

NEC role 4: Treasurer

**Main purpose of the role**

Ensure that the Specialist Sections financial affairs are managed in compliance with the current RCOT Standing Financial Instructions and Financial Guidelines. Act as the main point of contact regarding financial matters for the Specialist Section.

**Role and responsibilities:**

* Ensure that the Specialist Sections financial affairs are managed in compliance with the current RCOT Standing Financial Instructions and Financial Guidelines.
* Be the main point of contact regarding financial matters for the Specialist Section.
* Report on the financial status of the Specialist Section at each NEC meeting and present the financial report at the Annual Review Meeting (ARM).
* Ensure, along with all members of the NEC, that the Specialist Section always remains solvent.
* Ensure all necessary accounting for income and expenditure is carried out on time, accurately and in line with our accounting policy.
* Ensure all requests for payment are correctly authorized and paid in line with our accounting policy.
* Keep secure financial records for the current year and six prior years.
* Assist any subgroups in adhering to the financial requirements.
* With the assistance of the NEC, prepare a budget each year, for approval by RCOT.
* Promote evidence-based best practice and encourage development of skills and knowledge within the specialism.
* Encourage membership of the Specialist Section and promote its activities.