

ROLE & RESPONSIBILITIES OF THE AMI TREASURER

About Applied Microbiology International

We bring the microbiology community together across borders and disciplines, we look to the future and nurture those working and studying in our field, and we enable meaningful collaboration to advance scientific impact. We fundamentally believe that global challenges need to be solved by global, interdisciplinary experts who apply their diverse experience and unique voices to achieve a common goal. Because of this we are a truly inclusive, international organisation

Applied Microbiology International (AMI) is a company limited by guarantee (06462427) and is also a registered charity (1123044). AMI's affairs are governed by the Executive Committee (EC) of trustees who are also Directors of the company.

AMI is committed to diversity and inclusion and particularly encourages applicants from diverse and under-represented backgrounds – we believe that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.

The Executive Committee

The Executive Committee (EC) is AMI's governing body, which comprises thirteen trustees, each of whom are responsible for the successful running of the organisation. The EC is the only decision-making body of the organisation: it develops and monitors the progress of AMI's strategy and oversees all activity of the charity. Along with the Chief Executive of AMI, the EC ensure the effective management and custody of all AMI assets as they are used to deliver the organisation's charitable objectives.

The EC meets at least three times per year, these meetings are held via Teams and organised at a time which accommodates trustees based across the globe. All meetings have a formal agenda and are minuted. Meetings are normally held in March, July, and November. The President acts as the chairperson.

About the Finance, Audit and Risk Subcommittee

The Treasurer chairs the Finance, Audit and Risk Subcommittee (FAR). FAR was established to support the trustees in managing AMI's resources responsibly, complying with AMI's Articles and the law, and ensuring that AMI is accountable.

The Senior Leadership Team

The Treasurer is an Honorary Officer of AMI. They work with the Senior Leadership Team (President, Treasurer, International/Industry Officer, Chief Executive, Director of Finance, Chief Operating Officer and Director of Publishing) to remain involved with relevant AMI activity. The Senior Leadership Team meets monthly via Teams at a time which accommodates trustees based across the globe.

Alongside the trustees the Senior Leadership Team set the strategic direction of AMI, including the high priority items for discussion, decision or celebration at EC meetings.

The Treasurer Role

The treasurer will lead the trustees in the oversight of AMI's strategic financial management. While all trustees are collectively responsible for the management of the charity's resources, the treasurer will act as the lead trustee in articulating the financial governance of the organisation and will play an active role in ensuring that all trustees are fully able to understand the charity's financial arrangements and contribute to financial discussion and decisions.

The Treasurer is appointed by the EC for a three-year term of office which will end at the third annual general meeting following appointment. Re-appointments are permitted for up to three consecutive further one-year terms of office, after which a one-year break period is required. The position is nominated by the EC and proposed at AMI's AGM.

All requirements of a trustee apply to the Treasurer role. The following is a brief expectation of the extra requirements of the Treasurer:

- Acting as chairperson for the Finance, Audit and Risk Subcommittee (FAR) in line with the terms of reference, and reporting back to the EC.
- Overseeing, and presenting budgets, accounts, management accounts and financial statements to the EC after discussion with the Director of Finance, where applicable.
- Ensuring that proper accounts and records are kept, ensuring financial resources are expended and invested in line with charity policy, good governance, legal and regulatory requirements.
- Being instrumental in the development and implementation of financial, reserves and investment policies.
- Liaising with the charity's external auditors, where appropriate.
- Liaising with the charity's investment managers, where appropriate.
- Monitoring and advising on the financial viability of the charity after liaising with the charity's auditors
- Creating, in liaison with the Director of Finance and Governance Manager, sound financial instruments for the control of charity assets.

- Implementing and monitoring specific internal controls and systems (Scheme of Reservation and Delegation and Delegated Financial Authorisation policies) and ensuring that they are adhered to.
- Liaising with the charity secretary/governance professional and Director of Finance, where applicable, to ensure that the charity's annual accounts are compliant with the current Charities SORP (Statement of Recommended Practice)
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects
- Providing leadership and support to the Director of Finance, where appropriate
- As an Honorary Officer of AMI being an active member of relevant AMI subcommittees and working groups. This will include the Remuneration Committee and Finance Audit and Risk Subcommittee.
- Remaining in regular contact with the staff team of AMI, in particular the Chief Executive (CE), Director of Finance, Chief Operating Officer and the Director of Publishing.
- At appropriate times in the strategy cycle, with the CE and the EC, contributing to the development of a strategic direction for the organisation, specifically advising on the financial implications of strategic plans and projects.
- As an Officer of AMI, you must ensure that your actions reflect AMI's values and commitment to Diversity and Inclusion and serve as a role model by continually striving for a fairer and more inclusive workspace.
- Undertaking relevant training as required including in Diversity & Inclusion, and Charity Governance.
- As appropriate (subject to geographic location) attending relevant AMI events and represent AMI at relevant external events.
- Operate impartially and objectively in the furtherance of the Charity's Objects.

PERSON SPECIFICATION

Essential

1. Commitment to AMI's cause, strategic objectives and values.
2. Significant experience of financial leadership and oversight at a senior level.
3. A professional financial qualification.
4. Some experience of chairing meetings, either in the public, private or voluntary sectors.
5. Ability to network and build relationships at very senior levels.

Desirable

1. Experience of serving on a board, either in the public, private or voluntary sectors.
2. Experience in overseeing the management of organisational investments, in particular responsible / sustainable investments.

3. Understanding of membership or learned organisations.
4. Experience and understanding of the responsibilities of charity trustees
5. Understanding of the management of charity resources, including internal financial controls, charity reserves and restricted funding.