



## **ROLE DESCRIPTION: The Party Treasurer**

The role of the Party Treasurer is to:

1. Be responsible for leading the Party's fundraising activities,
2. Report on their activities to the Board, the Finance & Resources Committee and the Conference,
3. Contribute fully to the setting of party strategy at Board level, particularly with regard to their own specific duties,
4. Ensure the needs of diverse communities are considered and acted upon in all their work,
5. Work with the President, Executive Officers, Board members, elected representatives and party members in the best interests of the Party,
6. Discharge such other functions as the Conference or the Constitution shall allocate to them;

The responsibilities of the Finance and Resources Committee are:

1. Drafting a budget, with clear budget lines for each committee, for consideration and approval by the Board;
2. In-year monitoring of the budget;
3. Managing the Party's resources;
4. Day-to-day compliance with the Political Parties, Elections and Referendums Act;
5. Borrowing money on behalf of the Party;
6. Inter-party financial management;
7. Overall financial control, including processes for approval of spending;
8. Processes for appointing staff, and the human resources requirements for employing staff;
9. Selecting an auditor to audit the Party's accounts, for approval by Conference;
10. Oversee the organising the event of Conference;
11. Fundraising;
12. Election spending and approval;
13. Ensuring party money is spent and resources used to increase engagement with diverse communities; and
14. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

The responsibilities of the Welsh Party Board are:

1. Approving the Party's annual budget as proposed by the Finance & Resources Committee;
2. Ensuring the Party is compliant with all relevant legislation;
3. Maintaining the strategic overview and direction of the Party;
4. Appoint a line manager for any staff employed by the Party;
5. Deciding on the Party's staffing structure;
6. Developing the Party's messaging, in collaboration with the Campaigns and Communication Committee and the Policy Development Committee;
7. Ensuring all Committees fulfil their functions, including by exercising its powers of recall when necessary;



8. Making any political appointments to external bodies, with all appointments reported to Conference;
9. Ratifying the memberships of election campaign teams and manifesto working groups, following nominations from the relevant committees;
10. Ratifying the Party's election manifestos;
11. Ensuring that the needs of diverse communities are taken into account across the Party's activities; and
12. The discharge of such other functions as the Conference or the Constitution shall allocate to it.

The skills that someone elected to this role may find useful include:

(please note that this list is meant as a guide only)

- Excellent communication and interpersonal skills.
- Experience of fundraising in a similar organisation.
- An understanding of the requirements to comply with the Political Parties, Elections and Referendums Act, and any other legislation affecting party financing.
- Experience in providing other key strategic functions of the Finance and Committee, for example human resources or fundraising.
- Experience of working at Board, Trustee or senior management level within other organisations.
- Experience of creating a strategy for an organisation.