

Honorary Treasurer

Volunteer Role Descriptor

1. Introduction

The Honorary Treasurer is an Officer of IMarEST, an Institute Trustee and a member of Council. The role provides member-focused oversight of the Institute's financial affairs, safeguards the financial interests of the Institute and its members, and helps ensure legal and regulatory compliance.

The Honorary Treasurer also chairs the Finance & Investment Committee and reports on the Institute's financial health to the Board of Trustees, Council and the membership at the Annual General Meeting.

2. What you will be doing

Main duties:

- Represent members by overseeing the management of the Institute's financial affairs.
- Ensure that proper financial records are kept and effective financial controls and procedures are in place.
- Ensure the Institute's financial affairs are managed in accordance with its governance documentation, applicable legal requirements, Charity Commission guidance, accepted accounting practice and, whenever possible, agreed best practice.
- Report to the Board of Trustees, Council and the membership at the Annual General Meeting on the Institute's financial affairs and overall financial health.
- Act as a signatory to the Annual Report and Accounts once approved by the Board of Trustees.
- Oversee the Institute's investment strategy, the management of its investments and its reserves policy.
- Lead negotiations with the IMarEST Retirement Benefit Scheme Trustees on behalf of the Institute as employer.

Supplementary duties:

- Fulfil the responsibilities and requirements of an Institute Trustee and member of Council.
- Serve as Chair of the Finance & Investment Committee.
- Serve as a member of the Remuneration Committee.
- Serve as a Trustee of the Memorial Fund Committee of Management.
- Serve as a Trustee and member of the Committee of Management of the Guild of Benevolence.

3. About you

You will be:

- A current voting member of IMarEST;
- Eligible and willing to act as a charity trustee in England and Wales;
- Able to exercise independent judgement and provide constructive financial oversight;
- Confident interpreting financial reports, budgets, accounts, investment information and risk;
- Committed to integrity, sound governance, confidentiality and the management of conflicts of interest;
- Able to communicate financial matters clearly to trustees, Council members and the wider membership;
- Able to devote sufficient time to meetings, preparation, review and follow-up activity.

You will ideally bring:

- senior-level experience in finance, accounting, audit, investment, pensions, risk or organisational governance;
- knowledge of charity finance and the responsibilities of charity trustees;
- experience of chairing meetings and supporting collective decision-making.

4. How you will benefit

There are many benefits to volunteering as Honorary Treasurer, including:

- Making a significant contribution to the financial sustainability and good governance of IMarEST;
- Helping safeguard the interests of members and support delivery of the Institute's charitable purposes;
- Working closely with the Board of Trustees, Council, senior staff and fellow volunteers;
- Using and developing your leadership, governance and strategic financial oversight experience;
- Contributing to decision-making across an international professional body and learned society.

5. Time Commitment

The role requires preparation for and participation in meetings of the Board of Trustees, Council, the Finance & Investment Committee, the Remuneration Committee, the Memorial Fund Committee of Management, the Guild of Benevolence and the Annual General Meeting, together with review of financial papers and follow-up activity between meetings.

Meeting dates and the detailed annual commitment will be shared as part of the election and induction process. Some activity may take place remotely, with attendance at in-person meetings or events where required.

6. Period of appointment

The term of office is one year, running from the Annual General Meeting at which the appointment is announced until the next Annual General Meeting, with provision for re-election.

The Honorary Treasurer will normally be expected to serve no more than six consecutive one-year terms. The absolute maximum is twelve consecutive one-year terms.

7. How to apply & appointment method

The Honorary Treasurer is elected annually through a single election involving all Voting Members worldwide.

Candidates must submit the required nomination documentation by the deadline in the annual election timetable. A nomination must be supported by a proposer and seconder, both of whom must be Voting Members, and include an election statement and biographical and career information.

If the election is contested, voting members will vote by ballot. If there is only one eligible candidate, that candidate will be elected unopposed. The appointment takes effect from the Annual General Meeting.

8. Induction and Training

The successful candidate will receive an induction covering IMarEST governance, trustee duties, financial arrangements, key policies, current budgets and accounts, investments, reserves, risk and the work of the relevant committees.

Relevant trustee and governance training will be provided or signposted, with ongoing support from the Chair of the Board, Chief Executive and the Executive team.

9. Further Information

Further information:

The Honorary Treasurer must comply with IMarEST's Royal Charter, By-Laws, Regulations, Code of Professional Conduct and relevant policies. The holder must declare and appropriately manage any actual or perceived conflicts of interest.

Expenses for the activities:

Reasonable expenses incurred in carrying out the role will be reimbursed in accordance with the current IMarEST expenses policy and subject to any required prior approval.

Is this role location specific?

No. The role is open to eligible voting members worldwide.

Closing date	2 November 2026
Number of roles available	One

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