**Role Description – Honorary Treasurer**

The role of the Honorary Treasurer is to give advice on proposals for projects and activities which may have a financial impact. Further advice and support for this role can be made available from the RIBA finance department.

Specific duties include:

* considering, in conjunction with the Chapter Chair, a range of financial options for funding local projects and activities including RIBA LIF
* submit annual statement of accounts
* ensure funding and finances are fully accounted for and in accordance with requirement of funders
* keep committee members abreast of chapter finances