**BSRLM Executive Committee – Treasurer’s role**

Membership

* Ensure payment is received by all members
* Calculate membership fees
* Transfer of payments from PayPal

Conferences

* Ensure payment is received by all attendees
* Liaise over conference contracts (room and AV hire, catering)
* Make payments to conference hosts

Exec

* Summary reports
* Expenses for exec members
* Advise on financial matters

RME

* Liaise with Taylor and Frances over royalties
* Pay administrator
* RME editors’ expenses

Janet Duffin

* Pay speaker’s expenses

Leonie Burton

* Monitor and record donations
* Make payments for ECR day grants

Treasurer’s report

* Summarise finances
* Arrange for accounts to be audited/checked
* Complete and present treasurer’s annual report

Ongoing

Provide ongoing support to new Treasurer

Audit the accounts in preparation for the annual report for next Treasurer