

Regional Honorary Treasurer - Role Description

CIHT Regions and Nations are run by volunteers who dedicate their time to building a local support network for transportation professionals and provide the voice of the Institution across and beyond the UK. The role of a CIHT Region/Nation is to continue to support and develop existing members through regional activities and attract a stronger and more diverse membership that is more engaged in CIHT activities.

CIHT has launched its new Institution-wide strategy that outlines how it will provide strategic leadership and support to help members develop, deliver and maintain sustainable solutions for highways, transport infrastructure and services.

The [2022+ Strategy](#) highlights what CIHT and its members do, outlines three new overarching themes and what the strategic priorities will be over the next few years.

Who is on the Committee?

The committee is usually made up of the following positions:

Chair	Recruitment Officer
Vice-Chair (<i>one or more</i>)	Communications Officer
Honorary Treasurer	Emerging Professionals Chair
Honorary Secretary	4 -15 elected Committee Members
Programme or Events Coordinator	A maximum of 3 co-opted members
EDI Officer	

What's involved?

The Treasurer has the day-to-day responsibility of looking after the region's money. You need to have an overview of the region's financial situation and provide information to help the region make informed decisions.

It is important to remember that the Treasurer does not have sole responsibility for the region's finances. It is up to the committee as a whole to decide how funds will be raised and spent. It's also up to the committee to make sure that the region's money is being handled properly.

The role of the Treasurer is to:

- Submit an annual budget plan for the Region, which aligns with the annual business plan by the date set each year. The budget should show at least a break-even position on the direct costs of running regional operations and provide details of the assumptions for all significant items of expenditure and income
- Conduct a monthly review of management accounts and alert BW of any discrepancies or issues that need to be addressed
- Keeping financial records for the group
- Provide an update on the current budget position at each regional committee meeting
- Submit quarterly year-end financial reforecasts by the dates set each year
- Ensure all activity is conducted within the approval limits and requirements set out in the CIHT Financial Regulations
- Confirm and maintain a list of at least two committee members (including the Honorary Treasurer) to approve payments via the icomplete online payment system
- Raise invoices by completing the sales invoice request form
- Work with BW to ensure that invoices raised are paid



- Notify BW of any assets bought in the region of significant value (such as laptops) so that they can be included on CIHT insurance policy.

The Treasurer is responsible for helping in the following areas:

- Working with the Chair, Secretary, and other committee members to exercise careful financial management, ensuring that future commitments are considered and clearly recorded in annual forecasts. The aim should be to develop a programme of regional activity which can be comfortably funded and preferably results in a surplus
- Determining the Region's future cash flow requirements according to the annual forecast and assess the levels of risk involved
- Overseeing the financial management of regional events, including timely invoicing where required.

About you

This role is open to all Voting Members of CIHT (Fellows; Full Members; Associate Members; Graduate Members; Apprentice Members; and Part-time Student Members) and will suit someone with:

- A strong commitment to highways and transportation and the CIHT's strategic objectives and vision
- Enthusiasm about the future of the sector and ideas around its development
- A willingness to work collaboratively and good organisational skills
- A keen eye for detail and an interest in the financial running of the Region.

What's expected of you?

- This role is for a one-year term with the opportunity to stand again. Further details on terms of office can be found in the [regional handbook](#).
- The role will require around 2-3 hours per month. There will be a minimum of four committee meetings per term and one Annual General Meeting. There may be additional stand-alone training webinars for Regional Officers that the Treasurer might be requested to attend.
- There will also be a time commitment involved in contributing to the development of an annual budget, regional business plan, reviewing the monthly management accounts and providing quarterly year-end financial reforecasts in between committee meetings.
- There will be regular communication with the Regional Engagement Officer for the region and with CIHT Accounts.

What's in it for you?

The opportunity to:

- Develop new working relationships, build on communication and organisational skills, as well as experience in business planning and helping to manage committee business
- Help shape the future development of the CIHT
- Access professional networking
- Expand your Continuing Professional Development (CPD) portfolio.

How to apply?

To apply, please complete the [nomination webform](#).

This must include:

- A summary of why you should be picked for the role (max. 250 words)
- Four supporting signatures from CIHT members.



Once completed this will be considered by the committee and you will be put forward for the election of the role at the next General Meeting. For those unable to provide supporting signatures, please get in touch and the regional team will help (regions@ciht.org.uk).

Other Information

- The role is voluntary. Travel expenses will be met in accordance with CIHT's travel and expenses policy.
- Applicants must live or work within the Region/Nation they wish to join.
- All applicants will be required to declare any conflicts of interest and to follow CIHT's code of conduct.
- Members will be expected to abide by the General Data Protection Regulation and the CIHT data protection and security policies.
- Members will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. Members will not disclose any confidential information to an outside person or organisation.

Contact us

If you would like to discuss any of the information above or would like to speak with members of a regional committee directly, please contact the CIHT Regional Team: regions@ciht.org.uk