



Ileostomy & Internal Pouch
Association

Registered Charity

Branch Treasurer

Role Description

Main contact: CEO & National Treasurer

Reference: 3.1

About IA

Ileostomy and Internal Pouch Association, known as IA, has been specialising in supporting people living with an ileostomy since 1956. In 1993, IA extended its support network to include people living with an internal pouch. What makes IA unique is not only its extensive network of local groups across the UK and Ireland but also the majority of our volunteers are themselves living life after surgery. Not only do our volunteers offer support but they can offer the lived experience – something tremendously valuable to our members and those considering surgery when faced with such a difficult decision to make.

About the role

This role provides the planning and reporting required to ensure that the branch has the financial resources available to deliver their activities. Each branch covers a defined geographical area, and the Treasurer has a vital role in supporting the branch to deliver activities that are in line with agreed budgets.

The Treasurer acts as a liaison between the branch and National Office, helping to ensure that branch activity represents the best possible value for money for our members.



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Main tasks and activities:

- Work with the committee to draft budgets based on planned activities.
- Liaise with National Office to provide regular updates on branch finances.
- Provide regular reports to the branch on any income and expenditure.
- Offer support and guidance around the joining process to prospective members, giving accurate details of payment options.
- Support and encourage existing members to renew their membership, signposting to National Office and the membership section of our website as necessary.
- Securely store and protect any financial documents related to the branch, in line with IA's data protection policy.
- Champion IA's expenses policy and other relevant policies, keeping informed of any updates to these.
- Actively encourage committee members to regularly submit expenses for reimbursement, in line with IA's expenses policy.

About you

We are looking for somebody who is:

- An advocate for IA with the ability to actively promote the charity.
- Able to represent IA positively through our values of being trusted, independent, professional, compassionate, innovative, and knowledgeable.
- Good with numbers or interested in developing numeracy skills.
- Organised in maintaining simple financial records and receipts.
- Able to communicate effectively with members, other volunteers, and National Office.
- Willing to work with the National Office team to discuss successes and challenges on a regular basis.
- Committed to volunteering with us flexibly for a minimum of 12 months, up to a maximum term of six years.



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What IA can offer you

- The opportunity to be a part of an active network of volunteers who are committed to supporting people with an ileostomy or internal pouch.
- The opportunity to make use of your existing skills, whilst being supported to develop new ones.
- A friendly and encouraging team who can help you to realise your goals.
- A named contact to provide dedicated and ongoing support to you throughout your volunteering role.
- Dedicated training as appropriate to the role.
- The opportunity to attend networking events and information days.
- Reimbursement of agreed out of pocket expenses incurred while carrying out activities, e.g. travel, lunch, in line with our expenses policy.

For further information about this role or to express an interest, please contact us at volunteering@iasupport.org or visit <https://iasupport.org/get-involved/volunteering/>

Scan the QR code to find out more about volunteering with us!

