

UCML Executive Committee/Steering Group

Election of UCML Honorary Treasurer – Spring 2021

Role Profile for the Honorary Treasurer of UCML

UCML is run by a Steering Group and a wider Executive Committee, as specified in the Constitution and Standing Orders approved at the AGM in July 2020. This role profile should be read in conjunction with the Constitution and Standing Orders available to download from: <https://university-council-modern-languages.org/constitution-and-standing-orders/>

The Steering Group is made up of

- The Chair
- Vice Chair, Research
- Vice Chair, Language and Intercultural Education
- Vice Chair, Engagement and External Communication
- Hon. Secretary
- Hon. Treasurer

The Executive Committee consists of representatives of numerous specialist interest/discipline specific constituencies. Elected representatives have responsibility for ensuring regular two-way communications between the Executive and all relevant institutional/associate members within their area of representation, particularly (but not exclusively) those listed in the Standing Orders.

The **Hon Treasurer of UCML** is a member of the UCML Steering Group and responsible for:

- a. Accounting for UCML's income and expenditure and advising the Steering Group and wider Executive of issues arising therefrom;
- b. Advising the Steering Group and wider Executive about and seeking approval for membership fee changes;
- c. Advising the Steering Group and wider Executive of the affordability of services and activities which UCML may wish to take on;
- d. With the help of the Project Coordinator, collecting fee income and maintaining the list of paid-up member organisations (HEIs and Subject Associations);
- e. Liaison with UCML's bankers (currently NatWest);
- f. Supplying financial reports to regular meetings of the Steering Group, Executive Committee and General Meetings, each taking place twice a year.

The Honorary Treasurer of UCML shall be elected for three years and may be elected for a further year, after which further nominations will be sought. No UCML member may serve on the Steering

Group/Executive Committee for more than a total of eight consecutive years. Terms of office will begin at the date specified in the advertisement.

Further information on the role may be obtained from the current Hon Treasurer, Olga Gomez-Cash o.gomez@lancaster.ac.uk