



British Society of Breast Radiology

## Treasurer

### Role and Responsibilities

The BSBR Treasurer forms an integral part of the BSBR executive committee and contributes to all aspects of committee activity. The committee meets in person three times per year, usually twice at the RCR in London in Jan/Feb and in June/July, and again in November at the venue of the Annual Scientific Meeting. The committee also meets from time to time via Teams to discuss important issues that need to be resolved in between face-to-face meetings.

Committee activity is varied and relates to breast imaging issues on a national, and sometimes international, level. Activities include writing national breast imaging guidance and contributing to other societal guidance that is relevant to breast imaging, as well as advising the Royal College of Radiologists on topics relating to breast radiology. Another key role of the committee is organising and delivering the Annual Scientific Meetings, which take place in November at different venues across the UK. Although this is led principally by the Meetings Secretary, organisation is the responsibility of all executive committee officers. This includes contributing to the development of the programme, abstract selection, and assisting with the running of the event.

Key responsibilities specific to the Treasurer include managing the finances of the Society. The Treasurer has direct oversight of the BSBR accounts, and is responsible for maintaining and managing the accounts directly, including payment of invoices and managing expenses. Most income is generated through membership and the Annual Scientific Meetings. Membership income is mostly automated through our Go Cardless system, with a small proportion of our membership paying through the old *Moorepay* system, so it is uncommon to have to manage direct debits; in these situations, there is admin support available. The Annual Scientific Meeting finances are principally managed by our conference organisers KC Jones, but these ultimately feed into our main BSBR accounts, which are monitored and managed by the Treasurer.

The Treasurer is required to provide a formal report of the finances each November and present it to the membership at the Annual General Meeting, which takes place within the BSBR Annual Scientific Meeting. Interim financial reports are provided at the two other in-person executive committee meetings, where the Treasurer will give a brief update on the accounts and provide advice on finances to the executive committee as needed.