



Primary Ciliary Dyskinesia

Family Support Group

VOLUNTEER APPLICANTS ARE SOUGHT FOR THE ROLE OF TREASURER

The Primary Ciliary Dyskinesia (PCD) Family Support Group is a registered charity, run by a committee of volunteer trustees, which was formed in 1991 to:

- Provide support to patients and their carers who have, or are suspected of having, PCD
- Bring PCD to the attention of medics who may come across PCD and continue to provide an up to date information service for them and the general public
- To promote research to aid diagnosis and treatment of patients with PCD
- Support the NHS and other bodies to ensure patients have access to diagnostic services and on-going care
- Fundraise to support the above activities

We are looking for an enthusiastic individual to take on the role of Treasurer which can be summarised as follows:

- monitoring the financial administration of the charity and reporting to the trustees;
- ensuring that proper accounting records are kept, financial resources are properly invested and economically spent in line with Charity Commission guidelines;
- production of the annual report and accounts;
- monitoring and advising on the financial viability of the charity;
- advising on the financial implications of the charity's strategic plan;
- checking and approving payments from the charity's online bank account;
- acting as a signatory on cheques and applications to funders; and
- liaison with the external independent examiners on any issues with the accounts

This is an unpaid appointment requiring a commitment of approximately one to two hours a week and attendance at committee meetings and the AGM and Family Day three to four times a year, usually held in Milton Keynes. All out of pocket expenses will be reimbursed by the Charity.

Other opportunities to promote the charity with attendance at medical conferences and events are available should this appeal to the applicant.

To apply for this post please send an email to Fiona Copeland at <mailto:chair@pcdsupport.org.uk> with details of any relevant experience and reasons for your interest or alternatively give us a call on 03001110122.

For more details on the PCD Family Support Group please visit our website at <http://pcdsupport.org.uk/>