

**CALL FOR SELF NOMINATIONS
UKI NETS TREASURER**



Applications are requested for the position of Treasurer of UKI NETS. The position is an Officer, Director and Trustee of UKI NETS and a member of the UKI NETS Executive Committee. Current Treasurer, Professor Tahir Shah, will complete his extended term of office at the AGM on 4 December 2023. The successful candidate will complete a 5-year term as Treasurer.

Applicants must be a member of UKI NETS and have paid their subscription fee for 2023.

The role

The Executive Committee meets 3-4 times a year, (once face-to-face, to coincide with the UKI NETS annual conference, the others virtual). All Executive Committee members should attend and actively contribute to these meetings wherever possible. Members should also participate in Executive Committee discussions via email on key matters relating to the Executive Committee and UKI NETS business, responding in a timely manner. Executive Officers may meet more frequently.

The Treasurer is responsible for the financial planning, budgeting, strategy and reporting of UKI NETS.

The key responsibilities are:

1. Leading financial strategy, including:
 - a. Maintaining a strategic overview of UKI NETS' financial requirements and situation and reporting back to the Executive Committee
 - b. Ensuring UKI NETS' financial situation keeps pace with its activities
 - c. Ensuring adherence to legal requirements and to best practice
 - d. Looking forward to anticipate financial opportunities and risks and reporting on these to the Executive Committee
 - e. Taking overall responsibility for obtaining financial support from industry and grant awarding bodies
2. Managing UKI NETS' accounts and budgets, including:
 - a. Preparing annual budgets for approval by the Executive Committee
 - b. Approving expenditure in a timely manner, as required by the bookkeeping staff in the UKI NETS Office
 - c. Approving annual accounts in a timely manner, in liaison with the auditors, and reporting back to the Executive Committee
 - d. Reporting to the members via the AGM on the financial results and future prospects
3. Participating in other UKI NETS Committees as required
4. Leading project work where necessary
5. Actively participating in the meetings and activities of the Executive Committee

Term of office: 5 years

The purpose of the UKI NETS Executive Committee is to:

- Control the management and administration of UKI NETS

- Ensure that all activities of the organisation are within the law, having particular regard for UK Charity and Company law, and within its aims and objectives
- Develop and agree policies and strategic plans
- Ensure the organisation has adequate resources and that these are effectively managed
- Agree budgets and monitor financial performance
- Make all financial decisions on behalf of the Society
- Review and manage risk
- Provide leadership and direction for the organisation
- Define accountabilities of individuals and Committees

Executive Committee members must:

- Be a member of UKI NETS
- Have a track record in the field of neuroendocrine tumours
- Demonstrate a commitment to the aims of the Society
- Have relevant skills, experience and knowledge to perform the required responsibilities

If you are interested in applying, please send:

- Your CV
- A supporting statement containing 1-2 paragraphs detailing your suitability for the position and contributions to the field of NETs
- The attached nomination form including signatures from a proposer and seconder who should be current Voting Members.
- Your photo. This is only required for the e-vote and can be provided once your application has been accepted to go forward to election if you prefer.

These documents should be submitted electronically to the [UKI NETS Office](#) by 5pm **Monday 25th September 2023**. Applications received after this date will be rejected. Applications will be assessed by the current UKI NETS Officers and if more than one application is received then the membership will be invited to vote for their preferred candidate electronically, ahead of the AGM. The supporting statement and photo provided by candidates will be displayed for voters in our e-vote system.