

# International Association of Music Libraries, Archives and Documentation Centres

United Kingdom and Ireland Branch

*Serving the profession since 1953*



## Treasurer and *Brio* Subscriptions Manager

### Job Description

The Treasurer is one of the Officers of IAML (UK & Irl) with a place on the Executive Committee and the Finance & Administration Committee. In accordance with the Constitution, s/he is required to be a personal member of IAML at international level.

#### **Treasurer**

The Treasurer's main responsibility is to manage the Branch's accounts both in the UK and Ireland. This includes receiving and monitoring payments to the Branch, paying invoices, and reimbursing committee members' expenses. The Treasurer also provides the Executive Committee and Finance & Administration Committee with financial advice.

#### ***Brio* Subscriptions Manager**

The Treasurer's role is currently combined with the management of *Brio* subscriptions\*. This includes processing agencies' and institutional subscribers' subscription requests, issuing invoices, monitoring incoming payments, maintaining the subscribers spreadsheet, updating and sending the address labels (twice a year), responding to queries and sending replacement/missing issues of *Brio*. The *Brio* Subscriptions Manager works closely with the *Brio* Editor.

*\*N.B. The *Brio* Subscriptions Manager role may be passed on to another person.*

#### **Principal Liaisons**

The Treasurer's principal liaisons are with the following individuals and groups:

- The Executive Committee
- The Membership Secretary concerning membership fees
- The Courses & Education Committee concerning payments for courses and meetings they run
- The Conference Committee concerning budgets and payments for the Annual Study Weekend
- The IAML Treasurer concerning international subscriptions and other payment queries
- The Music Libraries Trust regarding the ET Bryant Prize and the Ian Ledsham Bursary
- The Excellence Award Convener concerning the budget for the award
- The IAML (UK & Irl) Honorary Auditors
- The banks with which the Branch holds accounts (currently Bank of Scotland, Bank of Ireland and Santander)

## Calendar

In addition to the day-to-day management of the accounts, the main duties of the role occur at the following times in the calendar:

### January

- Audit the previous year's accounts
- Propose sterling membership rates, through the Executive Committee
- Respond to *Brio* renewal requests

### April

- At the AGM present the audited accounts, propose the Honorary Auditors for the following year and propose the membership fees for the following year

### May/June

- Propose *Brio* subscription and advertising rates to the Finance & Administration Committee and then the Executive Committee
- Communicate the *Brio* rates to all subscribers (institutions and agencies)

### October

- Propose euro membership rates, through the Executive Committee
- Agree the budget for the following year

The full responsibilities of the Treasurer are outlined in the Branch Constitution: in particular, Article VIII/2 and Article X.

To apply, or to seek further information, please contact the Treasurer at [treasurer@iaml-uk-irl.org](mailto:treasurer@iaml-uk-irl.org), the President at [president@iaml-uk-irl.org](mailto:president@iaml-uk-irl.org), or the General Secretary at [general\\_secretary@iaml-uk-irl.org](mailto:general_secretary@iaml-uk-irl.org)

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