

ROLE DESCRIPTION FOR A TREASURER

Treasurer's Role

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

In addition to the general responsibilities of being a trustee, duties of the Treasurer include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation pursues its objects as defined in its governing document, applying its resources exclusively in pursuance of its objects (the charity must not spend money on activities, which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- Ensuring that the organisation complies with charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity has an appropriate reserves policy
- To safeguard the good name and values of the organisation
- Ensuring the financial stability of the organisation
- Preparing and presenting financial reports to the Board of Trustees, giving firm strategic direction
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity

- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Ensuring equipment and assets are adequately maintained and insured
- Keeping the Board of Trustees informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a financial update at Board Meetings and providing a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

General Responsibilities of a Trustee

- Ensuring that the organisation pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (i.e. its memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive/Senior Manager(s).
- Safeguard the good name and values of the organization.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the organisation and other trustees.
- Ensure the financial stability of the organisation and the proper investment of the organisation's funds.
- Attend meetings and read papers in advance of meetings.
- Attend sub-committee meetings as appropriate.
- Contribute to the broader promotion of Headway's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Keep informed about the activities of the organisation and wider issues, which affect its work.
- Adhere to Headway Governance standards and rules of affiliation.

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Person specification

- Enthusiasm for our vision and mission.
- Willingness to devote time and effort to their duties as a Treasurer.
- Financial qualifications and experience.
- Some experience of charity finance, fundraising and pension schemes.
- The skills to analyze proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Experience of committee procedures.
- Willingness and ability to understand and accept their responsibilities and liabilities as a trustee and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.



- Good effective communication and interpersonal skills and willingness to participate actively in discussion and listen to the views of others.
- A strong personal commitment to equity, diversity and inclusion.
- Impartiality, fairness and the ability to respect confidences.
- Ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of office

Members of the Board of Trustees are elected from the membership of the charity and are subject to re-election following a term of office not exceeding three years.

Time commitment

- Attending Board meetings, currently meetings are held in the evening, remotely and or in person at either our Colchester Day Centre or Benfleet Day Centre. Average two hours per meeting, at least four times at year.
- Attending the annual strategy-planning day. One day per annum.
- Ad hoc and occasional support through working groups and / or support to the executive team.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary

Sub-Committee

The following Board sub-committee is in place and have their own additional time commitments:-

- The Executive Committee meet bi-weekly, either in person or remotely, in working hours (average one hour). The Chair and Treasurer are members of this committee.