

Job Description

Treasurer

Introduction

The post holder is required to be a trustee and member of the Board.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

1. Overseeing, approving and presenting annual budgets, accounts and financial statements.
2. Ensuring the financial resources of the charity meet its present and future needs.
3. Ensuring that the charity has an appropriate reserves policy.
4. Preparing and presenting financial reports to the board.
5. Ensuring that appropriate accounting procedures and controls are in place.
6. Liaising with other trustees and volunteers about financial matters.
7. Advising on the financial implications of the charity's strategic plans.
8. Ensuring that the charity has an appropriate investment policy.
9. Ensuring that there is no conflict between investments and the aims and objects of the charity.
10. Monitoring the charity's investment activity. Ensuring it is consistent with the organisation's policies and legal responsibilities.
11. Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, namely the Charity Commission and the Registrar of Companies.

12. Ensuring that the accounts are scrutinised in the manner required and recommendations are implemented. For example, via an independent examination or audit.
13. Keeping the board informed about its financial duties and responsibilities.
14. Contributing to the fundraising strategy of the charity.
15. Making a formal presentation of the accounts at the Annual General Meeting. Drawing attention to important points in a way that's coherent and easily to understand.

4. Person Specification

In addition to the person specification for a trustee, the treasurer should:

- Have financial qualifications and/or experience, ideally of charity finance
- Be able to analyse proposals and examine their financial consequences.
- Be prepared to make unpopular recommendations to the board.
- Have a willingness to be available to trustees and other volunteers for advice and enquiries on an ad hoc basis.

5. General Qualities

As nearly all day-to-day interactions are via the internet the Treasurer needs to be computer literate and adept at writing clear emails.

Need to be able to regularly attend the Annual Outdoor Gathering at which the AGM is usually held. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

6. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Trustees may resign at any time.

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