



## **Role Description for Trustee Treasurer of The Art Ministry**

### **About The Art Ministry**

The Art Ministry is a small charity providing weekly low cost arts and crafts sessions to around 100 less able children and adults from south east Essex. They provide a caring environment in which people can explore their creativity and at the same time expand their social interaction, increase their self confidence and boost their self esteem. The charity has been established over 20 years, is well respected in the local community and is financially sound. Its annual income averages £20,000, half of which is paid as salaries to 5 part time session leaders.

The Art Ministry requires someone to act as its Trustee Treasurer, or perhaps just as Treasurer.

### **Role Description for Trustee of The Art Ministry**

#### **Overall Purpose of the Role**

The Art Ministry's Board of Trustees share responsibility for the overall governance and strategic direction of the Charity. The Board has the ultimate responsibility for directing the affairs of Charity, ensuring that it is solvent and well run, and delivering the charitable purposes for public benefit.

#### **Main Statutory Duties of a Trustee**

A trustee is a legally recognised role, and as such a trustee must perform certain statutory duties. Working in partnership with other trustees, trustees must ensure that The Art Ministry:

- complies with all legal and regulatory requirements, including regulation relating to Employment, Health and Safety, Data Protection and Safeguarding
- pursues only the objects set out in its Declaration of Trust
- has a clear strategic plan and is focussed on its delivery, so that it can continue to achieve its objects
- is adequately funded to ensure its financial stability
- properly protects and manages its assets, including the appropriate investing and spending of funds

#### **Other Duties of a Trustee**

In addition to the statutory duties, a trustee will be expected to assist The Board in the following:

- participation in specialist committees of The Art Ministry, according to their skills and experience, such as the Fundraising Committee or Finance Committee
- general management of The Art Ministry
- protecting the good name of The Art Ministry
- interviewing, appointing and monitoring trustees and employees
- counter-signing cheques and authorising the allocation of The Art Ministry's funds

- attending and hosting events to promote The Art Ministry
- performing specialist tasks, according to their skills and experience, such as chairing meetings, assessing risks, assessing classes, reviewing employee performance, and minute taking

### **Skills/Experience desirable of a Trustee**

- willing and able to give their time and effort to The Art Ministry
- capable of considering matters relating to the future direction of The Art Ministry
- an understanding and acceptance of the duties of a trustee
- willing to work within the regulatory framework
- good team player
- able to think independently

### **Additional Role Description for Trustee Treasurer of The Art Ministry**

#### **Overall Purpose of the Role**

The Trustee Treasurer will ensure that proper accounts are kept and that reporting is done on time.

#### **Main Duties of the Trustee Treasurer**

In addition to the duties of a Trustee, the duties include:

- keeping a general overview of financial matters
- managing the income from fundraising, grants and donations
- paying salaries, bills and expenses
- managing the bank accounts
- budgeting and financial planning
- reporting to the Trustees, funders, HMRC, and Charity Commission as appropriate
- liaising with the bookkeeper
- ensuring accounts have the appropriate level of verification by third parties

#### **Skills/Experience desirable of the Trustee Treasurer**

In addition to the skills/experience desirable of a Trustee:

- a numerate person
- capable of working with spreadsheets
- good at writing reports
- confident using the internet

The role means becoming a member of the Board and so applicants must not be legally disqualified from being a trustee and will be subject to a DBS check.

The time commitment averages about 5 hours per month including attendance at trustees' meetings at least 4 times each year, with additional time required at the year end and. The Interim Treasurer is a continuing Trustee and will be available to train the new role holder.

To discuss the role or to apply please contact Allan Webb, Trustee and Interim Treasurer, by email to [info@theartministry.org.uk](mailto:info@theartministry.org.uk) or call 07582 025163      The Art Ministry's website: [The Art Ministry](#) ↗