

Role Description

Treasurer of The Atkinson Development Trust

The Treasurer's role is to:

- Oversee the financial affairs of the organisation, ensuring they are legal and constitutional
- Ensure that proper records are kept and effective financial procedures are in place
- Oversee the production and adoption of annual budgets, financial reports/returns, accounts and audits
- Appraise the financial viability of plans, proposals and feasibility studies
- Liaise with Trustees making them aware of their financial obligations and ensuring the financial viability of the organisation
- Lead on appointing and liaising with auditors/an independent examiner
- Contribute to the pool of expertise and advice i.e. making advice and expertise available to the Board, staff and volunteers
- Make an active contribution in organising fundraising on behalf of The Atkinson Development Trust
- Govern i.e directing and controlling the organisation through collective decision-making. This is a mandatory requirement of every Trustee.

The Governance role

Together the Trustees must fulfil the 5 Core Governance Functions:

- **Determine Mission and Strategy**
 - setting The Atkinson Development Trust's direction and determining how it will get there
- **Accountability**
 - being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account
- **Look after the Board**
 - ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary
- **Safeguard assets**
 - acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival
- **Act as 'boundary-spanner'**
 - linking the organisation to its stakeholders, such as members, the community, funders etc.

Conduct (legal)

Trustees must:

- Be active – you cannot be a dormant or ‘sleeping’ Trustee, you are still liable for the decisions the others make in your absence
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the Board (minuted at a properly convened meeting)
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in our constitution. Including following the constitution on how meetings are run and how the committee is recruited
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them
- Act reasonably and honestly – discussions and debates will be recorded in the minutes so that your reasonableness can be demonstrated
- Have a duty of care – act prudently and reasonably
- Not delegate control – everything can be delegated except the power of delegation. The management committee remains responsible and accountable
- Not benefit personally – unless allowed specifically in the constitution or by law
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

Conduct (practical)

Trustees should:

- Strive to attend all meetings, sending apologies to the Chair for necessary absences
- Prepare for the meeting by reading the agenda, papers and emails before the meeting
- Talk to the Chair before the meeting if you need to clarify anything
- Arrive on time. Stay to the end.
- Participate fully in the meeting:
 - Listen to what others have to say and keep an open mind
 - Contribute positively to the discussions
 - Try to be concise and avoid soliloquies/speeches
- Help others concentrate on the meeting. Discourage side conversations
- Have the best interests of the organisation/beneficiaries in mind at all times
- Draw attention to any potential conflicts of interest that may arise in the meeting
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Conduct (best practice)

All Trustees of The Atkinson Development Trust strive to be:

- Committed to the purpose, objects and values of the organisation
- Constructive about other trustees’ opinions in discussions, and in response to staff members’ contributions at meetings
- Able to act reasonably and responsibly when undertaking such duties and performing tasks
- Able to maintain confidentiality on sensitive and confidential information
- Supportive of the values (and ethics) of the organisation
- Aware of the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between executive and governance functions

Skills & Qualities

The Treasurer should:

- Have current knowledge and experience of charity and fundraising finance practice relevant to voluntary organisations
- Have solid and up-to-date knowledge of financial management
- Have good financial analysis skills
- Be able to communicate clearly
- Have an interest in arts and heritage
- Be legally eligible to act as a Charity Trustee

All Trustees should:

- Have a strong commitment to the organisation and its aims
- Have a willingness to devote the necessary time and effort to participate usefully
- Work collaboratively as part of a group
- Be willing to take on agreed actions as an individual which will contribute to the collective effort
- Possess good judgement and independence of mind
- Seek constructive debate and dialogue over confrontation
- Be open-minded
- Be able to attend most of the monthly Board meetings
- Strive to attend special events such as exhibition opening nights and act as representatives of the Board.

Information on becoming a Trustee

- **A referee should be provided** who we will approach to give a reference as to the skills and suitability of the candidate for the role of Treasurer of a charity.
- Trustees will be asked to **sign a declaration** to confirm that they are not disqualified from acting as a charity trustee. We will recruit according to the new legislation about eligibility, which comes into place this August 2018 - information can be found here:
 - Information for individuals: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>
 - Disqualifying reasons table: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf
- Trustees are **appointed for a term of 2 years**, by a resolution passed by Trustees at a properly convened meeting of The Atkinson Development Trust.