

Trustee Treasurer Unremunerated (reasonable expenses paid)

The opportunity:

As a member of the Board of Trustees/Directors you will participate fully in the governance of the charity, sharing your financial skills, knowledge and experience to help develop and deliver the charity's strategy and achieve the charity's vision.

All Trustees/Directors are expected to attend Board meetings which take place approximately 5 times a year. Some Trustees/Directors also serve on sub committees and represent the charity at a variety of events. The Treasurer presents a short update, on the fiscal element of the Annual report, at the AGM.

We are currently looking for a Treasurer to oversee all our financial and risk matters. We have a small, HQ based, very capable finance team to manage our financial processes; contact will be primarily with the Finance Manager and the CEO. Our induction process includes formal trustee governance training along with briefing sessions delivered by the HQ Team.

General Responsibilities of our Treasurer:

- strategic oversight of the finances, including monitoring accounting reporting
- being assured that the financial resources of the organisation meet its present and future needs
- oversight of the risks of the organisation, including the non-financial risks such as cyber fraud and reputational risk
- ensuring that the organisation has an appropriate reserves policy
- monitoring the organisations investment activity and ensuring its consistency with the organisations policies and legal responsibilities
- communicating and working with our external auditors and ensuring that we are kept up to date with current fiscal regulations

Our Trustees have:

- a commitment to the aims, principles and policies of the organisation
- strategic vision with responsibility and willingness to act in the best interests of the charity
- ability to understand and accept their responsibilities and liabilities as a Trustee
- an independent judgement; a willingness to speak one's mind and listen to the views of others
- an ability to work effectively as a member of a team, with tact and diplomacy; an ability to think creatively
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- effective communication skills and a willingness to participate actively in discussion

General Responsibilities of our Trustees:

In addition to the responsibilities already outlined each of our Trustees has the following general responsibilities:

- contribute actively to the board of Trustees' role in giving firm strategic direction to the organisation, through setting overall policy and defining goals and targets.
- safeguard the good name and values of the organisation
- 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 to help advise in the proper investment of the organisation's funds
- regularly attending, preparing for and taking a full part in meetings
- maintain confidentiality about any sensitive/confidential information received in the course of duties as a Trustee
- to attend sub-committee meetings as appropriate and participate in other tasks as they arise from time to time
- to keep informed about the activities of the organisation and wider issues which affect its work

In addition to these duties, each trustee should use any relevant specific skills, knowledge or experience 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.

Time Consideration:

- The Board typically meets at least 5 times a year. Pre Covid most trustee meetings were held in London, now trustee meetings are held via Zoom conferencing. The honorary treasurer also attends, via video conference, short operationally focused meetings with the Chair and CEO. One trustee meeting is held at the Associations AGM which takes place in September. Our Treasurer provides a short financial report and update to members.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary, typically with other Trustee's, the CEO or members of the Finance team.
- The time commitment for a Trustee can vary, but is typically around 1 day per month, on average

About us:

The Arboricultural Association (the AA) was founded in 1964 bringing together the civic and commercial sectors to deliver a united voice for trees; with its 3200 members, it is the largest professional body in the UK for the amenity tree care professional. *Amenity trees are those with recreational, functional, environmental, ecological, social, health or aesthetic value as opposed to those cultivated as a timber crop.*

The AA is regarded by many as being the focal point for world class best practice in arboriculture and is the UK home for all sectors of arboriculture, civic, commercial and academic and the home for all levels of tree care professional, craft, technical, supervisory, managerial or consultancy. Our professional members are increasingly employed and consulted, wherever there are trees, all over the world, to deliver specialist advice and operations.

Our purpose is to promote the sustainable management of trees for the benefit of society, in areas where people live, work and play.

The AA's Values

Influence

We will work with partners to raise the profile of the industry, inform the public and persuade those with influence and decision-making authority that amenity trees must become a publicly supported priority in the UK's environmental planning and policy pre-and post-Brexit.

Impact

We will publicise and promote our achievements in the sector so that they are noticed by our peers, the public and government; we will identify, share and promote best practice wherever benefit can be delivered.

Inspiration

We will be at the cutting edge of tree knowledge, set the agenda for trees in the built environment and show leadership on how best to care for and manage amenity trees.

Integrity

We will provide a pool of expertise, with access to information and knowledge, monitored to ensure standards are upheld. We will measure our performance, evaluate how we work, where we need to improve and how we may achieve that.

Independence

As a self-funding group of professionals, we retain an independent voice. Free to influence decision makers and challenge actions and policy that falls short.



For further Information regarding the Associations activities see our website -

www.trees.org.uk

Should you wish to discuss the above opportunity further please do not hesitate to contact:

Stewart Wardrop
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stewart@trees.org.uk

Applications, in the form of a CV and covering letter, should be sent via email to -

Stewart Wardrop
Chief Executive Officer
stewart@trees.org.uk