



Supporting charity and non-profit chairs

Trustee Role Description - Treasurer

Context

The objectives for Association of Chairs are:

- To provide support, networking, research, information and a voice for Chairs and Vice Chairs of charities and other non-profit organisations in order to help them fulfil their roles effectively
- To achieve sustainability for the Association of Chairs (AoC) as an organisation, paying attention both to internal needs such as income, operating processes and procedures and external profile and credibility

Specifically:

- Growing members and income - achieving or exceeding our business plan targets
- A compelling programme of events that attract profile and members
- Deepening our understanding of what Chairs (and Vice Chairs) need from us and from others
- Growing a team of staff and volunteers
- Building networks and partnerships that advance our work

Association of Chairs is both a company limited by guarantee and a registered charity.

Overall purpose of the role

Trustees are legally responsible for the governance of the charity. They must ensure that it operates:

- to fulfil the objectives set out in the governing document;
- ensuring its assets and resources are used only for charitable purposes in line with the governing document
- paying due attention to charitable and company law
- in accordance with the charity's values
- so as to uphold the reputation of the charity

Trustees must at all times act in the best interests of the charity. Trustees must work together, and not pursue personal or sectional interests at the expense of charity interests. Trustees should declare any conflict of interest.

Main responsibilities

1. To understand the charity's aims and objectives as set out in its governing document and ensure that it operates in accordance with them.

2. To take reasonable steps to ensure the charity operates within the law, particularly with regard to the Charities and Companies Acts.
3. To attend and contribute to meetings of the board as relevant. Attending AoC events to promote our work. Undertaking agreed tasks between meetings
4. To understand and maintain boundaries between the governance perspective of the board, and the work of any staff and volunteers (including work they may themselves take on as a volunteer)
5. To represent the board's agreed position when speaking publicly on behalf of the charity.
6. To contribute towards an annual review of the board's performance.
7. To help to identify, recruit and induct new board members, the Chair and the Chief Executive.
8. To support the Chief Executive and other staff in carrying out their work when requested to do so.

Specific areas of responsibility of the treasurer

The treasurer is expected to undertake further duties as follows:

- Guide and advise the board in the approval of budgets and annual financial statements
- Advise the board on the financial implications of the organisation's strategic plans
- Ensure that AoC has adequate financial systems, processes and internal controls
- Ensure that regular financial reports are received
- Guide AoC on the adoption of appropriate financial policies
- Support the Chief Executive and staff on matters relating to AoC's finances

Confidentiality

Trustees must not at any time disclose any confidential information about the affairs of the charity, or its members or staff to any unauthorised person. They undertake to keep confidential information secure in line with our data protection policy.