**Role Description:**

**Treasurer**

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| **Role Title** | Treasurer |
| **Department** | Board of Trustees |
| **Remuneration** | Travel and subsistence will be paid for attendance at meetings in accordance with the FSRH expense policy. Board members are not remunerated for their Board/trustee work. |
| **Responsible to** | The Chair of the Board of the Trustees (our President, Dr Asha Kasliwal) |
| **Regular liaison with** | * FSRH Officers * FSRH Council * CEO/senior staff * Sub-Committees of the Board * External partners at senior level |
| **Duration of appointment** | Three years |
| **Hours** | Trustees meet at least 4 times a year in London. Meetings last approximately 3 hours.  The next meeting will be on Thursday 14 November.  In addition, Trustees would be expected to allow time for reading of papers and preparation for meetings and for occasional events such as the AGM, attending relevant external events/training and induction. |
| **Purpose of the role:** | The overall aim of the trustee role is to provide strong leadership, direction and expertise to the governance of the FSRH.  The Board of trustees (‘the Board’) is the body with the legal duty to protect the mission and vision of the FSRH and to ensure that it is run in accordance with legal requirements.  The role of the Board is to provide good governance and leadership by:   * Determining organisational policy and strategy * Ensuring the organisation’s financial good health and sustainability, and agreeing the annual budget * Appointing the Chief Executive (who is overseen by the Chair of the Board on behalf of the Board) * Providing constructive challenge to the Chief Executive and her staff team * Agreeing an annual budget and business plan and monitoring these * Setting salary levels, and agreeing the salary of the CEO * Setting and monitoring procedures for assessing and managing risk * Taking advice from members, Council, Committees and from specialist advisors * Ensuring good communications between the Board, the Council and the membership, and providing feedback on Board decisions and discussions to these groups * Monitoring performance * Representing the FSRH externally, nationally and internationally when relevant.   As a charity and company limited by guarantee, Board members are charity trustees and company directors. They do not represent any group or organisation in this role and they must act in good faith and in the best interests of FSRH and in accordance with the FSRH Code of Governance (Appendix 1). |

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| **Main duties and responsibilities of a trustee**  Board members are required to:   * Ensure that the highest standards of corporate governance are observed at all times * Establish the overall strategic direction and governance of the FSRH * Approve the budget and business plan for the FSRH including the costs of Council and its committees * Ensure the effective, efficient and appropriate use of resources available to the FSRH * Oversee the delivery of planned results by monitoring and reviewing performance against agreed strategic objectives and targets * Ensure that the FSRH operates within the limits of its objectives and authority * Ensure that the FSRH is accountable to key stakeholders within and outside the health sector * Ensure that the FSRH undertakes its work with due regard to equality and diversity issues * Ensure that the FSRH complies with all relevant legislative and administrative requirements including, but not limited to, company law, charity law, health and safety, data protection and equalities * Ensure that an effective risk management system is in place * Approve the annual accounts.   Board members are expected to:   * Read all Board and Committee papers in advance of meetings * Attend and make constructive contributions to Board and Committee meetings * Provide specialist guidance on particular areas where they have expertise * Commit to safeguarding the good name and values of the FSRH * Be a champion and ambassador for the FSRH * Abide by all relevant policies and procedures of the FSRH * Sign and abide by the FSRH Code of Governance for Board members | |
| **Person Specification** |  |
| A financial accountancy qualification (eg ACA, CIMA) | Essential |
| Ability to chair the Finance and Investment Committee (2-3 meetings per year) | Essential |
| Experience of audit, investment, strategic planning and budgetary planning | Essential |
| Ability to work effectively as a member of a diverse team whilst keeping in mind the responsibility of being an individual trustee | Essential |
| Experience of guiding an organisation through growth and change | Essential |
| An understanding of and commitment to the values expressed in the FSRH code of good governance | Essential |
| Confident and effective communication skills including listening skills | Essential |
| A track record of being able to process details quickly and get to the heart of an issue including financial issues | Essential |
| Understanding of the legal duties, responsibilities and liabilities of trusteeship | Essential |
| Understanding of the role of the chair of trustees and CEO | Essential |
| A track record of significant achievement at a senior level in the commercial private, public or not-for-profit sector | Essential |
| Knowledge or experience of the charity sector | Desirable |
| Knowledge of the healthcare sector | Desirable |
| Experience of board or committee membership in a charity, public sector or commercial organisation | Desirable |

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# Appendix 1 - FSRH Code of Governance

As a trustee and council member I will:

* Operate in line with FSRH values, mission and ethos
* Value the range of country contexts we work within
* Work within Nolan's principles of public life: adapted and in summary these are;
* Selflessness - take decisions solely in the best interests of the Faculty
* Integrity - not place myself under any financial or other obligation to outside individual or organisations
* Objectivity - to make choices on merit, evidence and best practice
* Accountability - be accountable for our decisions and actions, and submit to ourselves to appropriate scrutiny
* Openness - be open about decisions and actions we take, restricting information only when necessary
* Honesty - declare relevant private interests and take steps to resolve conflicts
* Leadership - promote and support these principles by leadership and example.

As a board and council we will;

* Value and utilise the range of personal and professional skills and expertise and ensure this diversity of skills is our strength
* Work together to ensure effective leadership, influence and timely decision making
* Ensure consumer voices inform strategy and priorities
* Provide constructive challenge to the Chief Executive and her staff team

As a board we will work in line with the national code of good governance, and provide effective leadership and governance by;

* Understanding our governance role and having clear and defined ways of effective working with Council
* Ensuring delivery of organisational purpose
* Working effectively as individuals, as a team, with Council and with the staff team
* Exercising effective control
* Behaving with integrity
* Being open and accountable

As a board, council and staff team we will;

* Provide visible and effective leadership of the FSRH and ensure we are an efficient organisation providing excellent support for our members
* Support the FSRH to be champions of sexual and reproductive healthcare, including access to abortion
* Have clear goals and review our performance against these on a regular basis