Castlehaven Community Association

Trustee Role Description - Treasurer

The Castlehaven Community Association (CCA) is both a registered charity, no: 295829 and company limited by guarantee 2069107. The **Board of Trustee members** are both trustees of the charity and directors of the company. They are not employees or affiliated with CCA in any other way.

CCA trustees act in an advisory capacity only. Typically, they attend our annual general meeting and quarterly board meetings to offer the benefit of their advice and serve on sub-commitments concerned with policy, strategy, and forward planning.

CCA trustees are usually chosen because they can see issues in a broad perspective, are independent, demonstrate initiative, offer specific skills, knowledge or experience and help the Board of Trustees reach sound decisions and have particular personal qualities.

Role

A CCA trustee role is to provide a creative contribution and improvement to the board by providing dispassionate and objective feedback. They are usually not involved in the day-to-day management of the charity but monitor the executive activity and contribute to the development strategy.

CCA trustees are usually people of knowledge and experience who can act as both a source of independent advice and a check on any wilder elements on a board.

CCA trustees are expected to focus on board matters, thus providing an independent view of the charity and company that is removed from day-to-day running.

All CCA trustees are appointed to bring to the board:

- Independence;
- Impartiality;
- Wide experience;
- Special knowledge;
- Personal qualities.

Responsibilities

The responsibilities of a CCA trustee are to:

- ensure the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations
- ensure the organisation pursues its objectives as defined in its governing document
- ensure the organisation applies its resources exclusively in pursuance of its objectives
- contribute actively to the Board's role in giving firm strategic direction to the organisation
- set overall policy, defining goals, setting targets and evaluating performance against agreed 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 effective and efficient administration of the organisation
- be committed to equality, diversity and inclusion, support organisational EDI initiatives, and abide by the organisation's Equality, Diversity & Inclusion policy
- ensure the financial stability of the organisation
- ensuring all organisational audit requirements are satisfied;

- protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- have shared responsibility for safeguarding (agreeing to apply for/share a DBS check)
- make sure the organisation is properly insured against all reasonable liabilities
- appoint and support the employees and monitor their performance

In addition to the above statutory responsibilities of all CCA trustees, each CCA trustee must use any specific knowledge or experience they have 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.

Duties

The duties of a CCA trustee are to:

- attend meetings, and to read papers in advance of meetings
- attend sub-committee meetings as appropriate
- attend specific trustee training & networking events
- participate in other tasks as arise from time to time, such as reviewing policies & documents, interviewing new staff and helping with fundraising etc
- keep informed about the organisation's activities & wider issues that affect its work
- participate in the recruitment of new trustees and CEO as and when required
- attend and support the charity at planned community or fundraising events

Additional Responsibilities of the Treasurer

Role Summary

This is a hybrid role with some elements of the job that can be done from home and other times, when you will need to be present at our Community Association. The role of the Treasurer is the senior finance officer of the organisation, responsible for financial strategy and control. (*Note: all Trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the charity).*

Specific Responsibilities

- ensuring that the organisation has financial control, and that appropriate accounting records are maintained
- setting financial, reserves and investment policies
- undertaking annual and monthly forecasting and leading on the annual budget setting process
- preparing and/or presenting financial reports to the Board including monthly accounts
- ensuring that the organisation meets its external financial regulatory requirements, including producing annual audited accounts in accordance with current required practice including the Charity SORP
- authorising major expenditure, including payroll
- chairing the Finance Sub-Committee in line with policy and procedures and reporting back to the Board of Trustees.
- liaising with the charity's auditors or independent examiner, where appropriate
- inputting into the financial aspects of income generation activities and fundraising applications
- ensuring that the financial ramifications of all major decisions are understood by the Board

Person specification

A CCA trustee should have:

- personal and professional integrity
- a commitment to the organisation and its objectives
- an understanding & acceptance of the legal duties, responsibilities & liabilities of Trusteeship
- a willingness to devote the necessary time and effort to their duties as a Trustee
- strategic vision and good, independent judgement
- a willingness to speak their mind
- an ability to work effectively as a member of a team
- excellent communication skills and the ability to act with tact and diplomacy

We welcome applications from people of all backgrounds, especially those who are underrepresented on charity boards. We are committed to creating an inclusive and supportive environment for our trustees, staff, volunteers and beneficiaries.

If you are interested in becoming a trustee of CCA, please email Ernie Bevan -Niss (Operations Assistant) on **ernie@castlehaven.org.uk** to request an application pack. Alternatively, you can contact our Chief Executive Officer, Tricia Richards, at **tricia@castlehaven.org.uk** or call 07776541889 for an informal chat.

Please check out our website: www.castlehaven.org.uk for more information on all that CCA provides for the community.

The deadline for Trustee applications is **1st December 2023**. We look forward to hearing from you!