

Volunteer Role Descriptor



Role	Treasurer (Trustee)
Responsible for	Chair of Trustees

General trustee information at ReportOUT

ReportOUT is a Charitable Incorporated Organisation (CIO) regulated in England and Wales and is based in Gateshead, United Kingdom. Our tagline is: Report. Inform. Defend.

Trustee good practice

Good trustees are vital to the strategic management and running of ReportOUT and so it is vital to give clarity to their role, of which this role descriptor will set out. Due to the global nature of ReportOUT, it is good practice to have a range of trustees from different nation states and regions of the world (with relevant skills), as well as trustees from the United Kingdom.

Overall purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The statutory duties of a trustee as defined by United Kingdom law

Trustees are responsible for the work that ReportOUT does and how it does it. Trustees have a number of statutory duties, which are:

- To ensure that the organisation complies with its governing document (the Constitution), U.K. charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. When a General Trustee is given a specific role to focus on, in addition to their role as a General Trustee, they will be a Trustee with 'portfolio' (for example, General Trustee with Portfolio for Human Resources).

Main purpose of the Treasurer

- Ensure the financial health and sustainability of ReportOUT.
- Provide financial reports and updates to the Trustees.
- Regular monitoring of finances – income and outgoings of the ReportOUT charity bank account.
- Track cashflow to identify finance issues and to meet the needs of the Action Plan.
- Submit Gift Aid claims to HMRC.
- Produce financial accounts to be included in the Annual Report registered with the Charities Commission.
- Ensure that the work of the Events and Fundraising volunteer team map their work into budget planning and cashflow.
- Set realistic budgets for other ReportOUT teams.
- Monitor donations and sending of thank you emails to donors.
- Pay invoices and authorise payments. To be a signatory for the charity.
- Produce invoices for services provided by ReportOUT.
- Write and review fundraising bids alongside other trustees.
- Be the contact for all finance related issues.
- To attend regular meetings with Trustees and where possible, to come to volunteer team meetings.

This role is **not** a Lead Trustee role which manages a team of volunteers.

In relation to the board

- Facilitate the development of fundraising action plans, strategic plans and ongoing regular review of the longer- term strategic aims of the charity.
- Liaise regularly with the Chair to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the board.
- Present clear, straight-forward finance reports to the trustees at meetings.
- Help to write and review fundraising bids and proposals.
- Enable the board to consider diversification of funding streams and to present these for discussion and possible implementation.
- To ensure that all fundraising activity meets the Fundraising Regulator Code of Conduct of which ReportOUT are a paid signatory.
- Create a strong, profitable and fulfilling working relationship with trustees and volunteers through review and self-reflective evaluation of the contributions and effectiveness of the board.
- Encourage the board to put mission before organisation, placing greater value on impact and being open-minded as to how this can be achieved.

In relation to the community and the Trustee Code of Conduct Policy

- Abide by the Trustee Code of Conduct policy at ReportOUT.
- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- A willingness to devote the necessary time and effort to ReportOUT.
- Integrity.
- Strategic vision with a strong independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- Willingness to work alongside volunteers and staff to aid and support their work.
- An ability to work effectively as a member of a team and to take decisions for the good of ReportOUT and not for the good of themselves as an individual.
- In order to perform the above role, the Secretary may have reasonable access to all volunteers, staff and information, in line with the board's fiduciary duties.

Additional duties

In addition to the statutory duties above, each trustee should use any specific knowledge or experience they may 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 by the board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise, leading discussions, being members of working and subgroups, focusing on key issues.

Person Specification

In relation to the community and Trustee Code of Conduct Policy

A general background in the Third Sector, finance, business, strategy, governance and fundraising would be useful. Previous experience as a Treasurer or similar role would also be welcomed. This role is unpaid, however reasonable expenses can be paid in line with ReportOUT's expenses policy.

Please read the following guidance from the United Kingdom's Charity Commission

This guidance sets out the legal constraints of who can and cannot be a trustee, as well as giving further information on the role of the trustee. It is vital that this is read. CC3a (Charity Trustee: What's Involved?) <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Essential

- Understanding that every trustee is appointed for a term of three years as defined by the constitution (with later opportunities for renewal), by a resolution passed at a properly convened meeting of the charity trustees in line with the constitution of ReportOUT.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adherence to the accepted principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the charity's objects, aims and impact.
- Good independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues, balancing tact and diplomacy with a willingness to challenge and constructively criticise.
- Ability to work flexibly and to manage multiple workloads. Strong ICT skills with Microsoft 365.
- Strong financial management or accountancy background and ideally, fundraising skills.
- Excellent levels of attendance and engagement.

Desirable

- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Leadership skills.

Time commitment

- The Board meets at least 4 times a year and be potentially available for volunteer team meetings and any other relevant meetings. The role is usually between 0-2 hours per week.