

## Share and Repair: Treasurer role description

January 2025

The Treasurer is a Trustee of the charity and as such this role description includes the standard points that relate to all Trustees, plus several additional responsibilities that are specific to the Treasurer.

**Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Term:** The charity's board members will serve a three-year term to be eligible for re-appointment for one additional term.

**Time commitment:** Circa six Board meetings per year, typically bi-monthly. As a small charity, there will also be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise. In addition, the Treasurer is also expected to have periodic meetings with the Chief Executive and other relevant staff members.

**Reporting to:** Board of Trustees – board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### Responsibilities:

#### **A) General responsibilities of all Trustees:**

- Support and provide advice on Share and Repair's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Share and Repair's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Share and Repair's financial statements.
- Provide support and challenge to Share and Repair's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Share and Repair's operating environment.
- Contribute to regular reviews of Share and Repair's own governance. Attend Board meetings, adequately prepared to contribute to discussions.

- Use independent judgment, acting legally and in good faith to promote and protect Share and Repair's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Share and Repair's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

***B) Specific responsibilities of the Treasurer:***

- Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensure that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensure that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitor and advising on the financial viability of the charity.
- Oversee financial controls and adherence to systems, regularly liaising with the Chief Executive.
- Advise on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensure investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keep the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.