

TRANSFORM

DRUG POLICY FOUNDATION

Job Description Board of Trustees Treasurer

Main tasks:

1. To ensure the organisation's financial obligations are met on behalf of the Board of Trustees
2. In conjunction with the other Trustees ensure it fulfils its responsibilities of governance

Main duties relating to:

1. Ensuring the organisation's financial obligations are met

- To make sure it operates within the legal and financial guidelines set out in current legislation in relation to company law and Charity Commission guidelines
- To ensure that adequate financial controls are in place and that the organisation operates within a sound financial framework
- To ensure all financial dealings are accounted for and that the organisation remains transparent in its financial operations
- To ensure that grants and other funds received for specific purposes are appropriately spent
- To work with and support the Chief Executive, Head of Operations and Fundraising and Accountant in financial matters in order to be satisfied that the financial information presented is comprehensive and accurate. Ensuring, for example, that the annual budget, cash flow, and three year budget is produced and updated
- To identify any additional financial risks facing the organisation and recommend appropriate action. To ensure that the risk assessment is updated and maintained
- To advise the trustee body on the financial implications of its strategy and policy objectives. Ensure that policies are reviewed annually and changed as appropriate
- To discuss the Auditor's report and accounts: to report formally on this to the main trustee body.

2. Ensuring the Board of Trustees fulfils its responsibilities

- To be a cheque signatory

- To report necessary financial information to Trustees at management committee meetings
- To keep up to date with changes in legislation concerning company law and charity commission regulations and attend training if necessary/desired.
- To help the Chair ensure that the trustees set overall strategy and policy objectives. To be involved in setting finance strategy.
- In close consultation with the Chair and Chief Executive to make recommendations on the composition of the trustee body, and future chairs of the trustee body (with a view to succession).
- To work in consultation with the Chair and Chief Executive to recruit trustees with specific/relevant expertise.
- To help the Chair ensure that the trustee body annually reviews its structure, role, relationship to staff and implements agreed changes as necessary, including selection and performance criteria for trustees.
- With the Chair and Chief Executive ensure that all trustees receive appropriate advice, training and information relating to their role.
- To chair the Fundraising sub committee ensuring it acts within the best interests of the organisation

3. Optimising the relationship between trustee body and staff/ volunteers

- To work with the Chair to ensure that the organisation has appropriate procedures, e.g.:
 - to comply with current employment and equal opportunities legislation and good practice
 - to assist in advertising, interviewing and selecting senior staff
 - to receive regular informal progress reports of the organisation's work through the Chief Executive.
 - to reflect to the trustee body any concerns staff have in regard to the role of the trustee body, its sub-committees or members; to relate the concerns of the trustee body and other constituencies to the Chief Executive.
 - in consultation with the Chief Executive, to agree an annual calendar of meetings of the trustees and major events for the organisation.