



## TREASURER TRUSTEE AT SUFFOLK RAPE CRISIS

As a Trustee the commitment and energy you display will make a direct difference to Suffolk Rape Crisis (SRC) and the women and girls we support. We are a feminist organisation run by women for women. We believe that all women and girls should and must be able to live lives free from the threat of sexual violence and free from the after-effects of sexual violence. We believe we can help to make that happen – trusteeship with Suffolk Rape Crisis allows you to be a part of this movement.

Being a trustee for Suffolk Rape Crisis can be hard work and, it's unpaid. The trustees have the ultimate responsibility for running SRC, for its property, finances and the employment of any staff or volunteers.

But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development. And while you bring your skills and energy to running SRC, you will also find you are gaining new experience and knowledge. For instance, you will help plan the strategic future of the charity and its work, be involved in developing and managing staff and volunteers and make policy decisions for the charity. You will also ensure it's accountable to its beneficiaries, funders and to the Charity Commission and the public in general.

But you won't be on your own. You'll be joining a team of trustees and becoming part of the 900,000 charity trustees in England and Wales. Effective trustee boards need a range of people with a good mix of skills. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. The rewards of working with, and learning from, people from different backgrounds and skills will be great.

### **Duties and Responsibilities of a Trustee**

#### **Trustee Job Description**

*The duties of a trustee are:*

- To ensure that Suffolk Rape Crisis complies with its governing document, organisation law, and any other relevant legislation or regulations
- To ensure that Suffolk Rape Crisis pursues its objectives as defined in its governing document
- To ensure Suffolk Rape Crisis applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to Suffolk Rape Crisis, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Suffolk Rape Crisis
- To represent the company at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a trustee
- To be collectively responsible for the actions of Suffolk Rape Crisis and other trustees
- To ensure the effective and efficient administration of Suffolk Rape Crisis
- To abide by the equal opportunities policy
- To ensure the financial stability of Suffolk Rape Crisis

- To protect and manage the property of Suffolk Rape Crisis and to ensure the proper use of Suffolk Rape Crisis funds
- To make sure the Suffolk Rape Crisis is properly insured against all reasonable liabilities
- To appoint and support the employees and monitor their performance
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing 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, Suffolk Rape Crisis work in which the trustee has special expertise
- To attend meetings, and to read papers in advance of meetings
- To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- To keep informed about the activities of Suffolk Rape Crisis and wider issues which affect its work

### **Trustee Person Specification**

*Each trustee must have:*

- Integrity
- Willing and able to work within the systems, policies and constitution of Suffolk Rape Crisis
- Flexible and imaginative in her approach to her work
- Committed to the philosophy and aims of SRC as set out in the policy document and constitution
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team

### **Duties and Responsibilities of the Treasurer**

The Treasurer Trustee takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are maintained. The Treasurer will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

### **Role description for a Treasurer**

*The overall role of a Treasurer is to maintain an overview of Suffolk Rape Crisis' affairs, ensuring its financial viability and that proper financial records and procedures are maintained.*

*The tasks of a Treasurer will include:*

- Working closely with the Bookkeeper on all financial matters relating to the charity and being

her primary Board point of contact

- Presenting financial reports to the board on a monthly basis, including projected cash-flow
- Keeping the board aware of its financial responsibilities
- Ensuring that the organisation's accounts are prepared in a suitable format
- Liaising with the auditors/independent examiners
- Presenting budgets, accounts, and financial statements in collaboration with the Bookkeeper and staff
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy
- Presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place
- Liaising with the bookkeeper, paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plan
- Ensuring that the accounts are independently examined in the appropriate manner and any recommendations of the examiner implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting (AGM) and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

#### **Person specification for a Treasurer**

*In addition to the qualities needed by all trustees, the Treasurer should also possess the following:*

- Financial experience and business planning skills
- Some experience of organisation finance and fundraising would be beneficial
- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the board
- A willingness to be available to give financial advice and answer enquiries from the bookkeeper, staff or volunteers on an ad hoc basis