



TREASURER JOB DESCRIPTION

INTRODUCTION

EACTS is a UK registered charity and is also a Company Limited by guarantee. The Board of Trustees, also known as the 'Council', is comprised of 15 members who are also Directors of the 'Company'. Council members must comply with a number of charity and company relevant laws, regulations and guidelines. The first part of this 'Job Description' details the general terms of trusteeship and commitment expected of all Council members. The second part of this Job Description outlines the specific duties and expectations of specific, named trustee roles.

EACTS will support each trustee in their duty and will provide regular information and training opportunities to ensure that trustees remain up to date on their governance duties. However, it remains the lawful responsibility of each trustee to ensure that they are aware of and fully comply with relevant legal and best practice requirements.*

INFORMATION RELEVANT TO ALL TRUSTEES

The Board of Trustees

The role of the Board of Trustees is to receive assets on behalf of the charity (donations, income, membership subscriptions etc), safeguard them and apply them for the charitable purposes of the Association. The Board of Trustees must always act in the best interests of EACTS, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility. The Board of Trustees must act as a group and not as individuals.

The Executive Committee

The Executive Committee of the Board of Trustees is made up of the following named trustees;

- The President
- The Secretary General
- The Honorary Treasurer
- The Editor of the Journal
- The Vice President
- The Immediate Past President

The Executive Committee may from time to time and when expedient, meet in order to fulfil their delegated authority from the Board of Trustees for particular, usually operational, matters and decisions. The Secretary General chairs these meetings.

Trustee Eligibility

There are strict rules on who is eligible to be a trustee of a UK registered charity. For example, people with certain unspent convictions, have a bankruptcy order or have been disqualified as a



company director, cannot become trustees. Each Council member must make a 'declaration of eligibility', confirming their understanding of these rules and their eligibility to serve.

General trustee duties

Strategy & governance

- To ensure that EACTS complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation, regulations and best practice guidelines.
- To ensure that EACTS pursues its objects as defined in its governing document.
- To contribute actively to the Board of Trustees' role in providing strategic direction to EACTS, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

Finances and other assets

- To ensure that EACTS applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
- To ensure the financial stability of EACTS.
- To protect and manage the property, assets and funds of EACTS and to ensure the proper investment of EACTS's funds.

Personnel and support

- To support the Secretary General in the execution of his/her duties.
- To support the appointment and management of the Chief Operating Officer and other key staff and support in the monitoring of their performance.

Risk & reputation

- To safeguard the good name and values of EACTS.
- To manage risks with a considered, proportionate and balanced approach.
- 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. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or addressing other issues in which the trustee has special expertise.

Confidentiality

All information provided to trustees and discussions both within Council meetings and 'out of committee', are strictly confidential. It is an essential requirement of the professional operation



of the Council and the principle of 'collective' decision making and responsibility, that Council communications are kept confidential. The communication beyond Council, of any trustee decisions or discussion must be approved by the Board. It should also be assumed that all Executive Committee and trustee-trustee discussions are confidential unless otherwise made explicit by all parties.

Trustee Appraisal

Each trustee, except the President, will be appraised annually to assess their performance in fulfilling their duties and their wider contribution to the pursuit of EACTS's charitable objects and organisational plans.

The Secretary General will be appraised by the Executive Committee, led by the President. All other trustees will be appraised by the Secretary General and a member of the Executive Committee.

Trustee person specification

Each trustee must:

- Be committed to the charitable objects of the Association
- Have sufficient time and willingness to contribute effectively to board proceedings, attending at least four meetings per year and contributing between meetings as necessary.
- Have an understanding of strategy development and management.
- Be able to work effectively as a member of a team.
- Be willing to speak up when necessary, whilst remaining independent of any influence from another organisation or individual.
- Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity (regular training and information provided).
- Be able to make quick and sound decisions based on an analysis of information presented to them.
- Help to manage risks with a balanced and informed approach.
- Be able to communicate proficiently in English (spoken and written).

INFORMATION RELEVANT TO TREASURER

The main role of the Treasurer is to maintain an overview of the Association's financial affairs, on behalf of the Board of Trustees.

Main Tasks:

- a. To ensure that the Association meets its financial obligations.
- b. To oversee the maintenance of appropriate financial records and procedures.
- c. To direct investment, budgeting, and financial reporting processes.
- d. To report the Association's financial position to Council, the membership and statutory and regulatory bodies as required.
- e. To support the broader organisational, strategic and new business objectives of the Association as required.



Main Duties

The main duties in relation to the following tasks are:

a. Chair the Finance & Operations Committee (F&OC)

To Chair four meetings per year of the Finance & Operations Committee which has, amongst others, the following key duties;

- To oversee governance matters affecting the financial management arrangements of the Association.
- To assist the Secretary General (SG) and Chief Executive (CE) in the development of the annual management planning and reporting process.
- To assist the SG and CE in the development of the annual budget and budget reporting processes and make proposals to the Board.
- To assist the CE in developing the Annual Report.
- To assist the CE in developing the Annual Accounts and to support a satisfactory relationship with the Association's Accountants and Auditors.
- To monitor the in-year Budget outturn and make proposals to the Board.
- To examine regularly key financial indicators received from the executive team to maintain good governance – reporting by exception to the Board.
- In collaboration with the SG, to review proposals from the executive team before submission to the Board.
- To undertake specific assignments remitted to the F&OC by the Board.

b. Financial Obligations

- To ensure that the Association operates within the legal and financial guidelines set out under current legislation and the Association's own good governance standards.
- To ensure that adequate financial controls are in place and that the Association operates within a sound financial framework.
- To ensure all financial dealings are accounted for.
- To ensure that robust processes are in place so that all payments and funds received are accounted for and spent appropriately.
- To work with and support the CE to ensure that financial information is comprehensive and accurate.
- To ensure that all financial risks are brought to the attention of the Board and that appropriate action is recommended.
- To advise the Board on the financial implications of strategy and policy objectives.
- To oversee the process of appointment of Auditors to the Association.

c. Arrangements for Good Governance

- To assist the SG to ensure that the Board set overall strategy and policy objectives with special relevance to matters affecting the financial position of the Association.
- To ensure that the Association has a satisfactory system for holding in trust - for the beneficiaries of the charity - any monies or property, and to ensure that where, appropriate, money is invested to the greatest benefit of the Association, within the constraints of the law and the charity's investment policy.
- To assist the SG to define and keep under review selection and performance criteria for trustees.
- Together with the SG and the CE to ensure that all trustees receive appropriate advice, training and information relating to their role.
- To assist the SG to ensure that the Board regularly reviews its structure, role, relationship to the executive staff, and implements agreed changes as necessary.



d. The Relationship between the Board and Staff

- To assist the SG in the recruitment of the CE, when appropriate, within the policies agreed by the Board.
- To assist the SG and CE in the selection and recruitment of senior staff within the policies agreed by the Board.

Term of office

A Treasurer is appointed for a three-year term. In exceptional circumstance, at the discretion of the Board of Trustees, this can be extended by a further term of one year if the delivery of key operational or strategic activity demands.

* The UK Charity Commission provides up to date information on the duties of trustees - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>