

# Kidscape Treasurer

# Role Description

**The Role of the Board of Trustees**

The Board of Trustees is responsible for the overall governance and strategic direction of Kidscape, developing its aims, objectives and goals in accordance with the Articles of Association, legal requirements and regulatory guidelines.

It is collectively responsible for promoting the success of the charity by directing and supervising the charity’s affairs. Its role is to provide leadership within a framework of prudent and effective controls which enable risk to be assessed and managed.

**The Role of Treasurer**

The Treasurer is also a Trustee. More details of the role of a Trustee can be found in Appendix One.

As a member of the Board of Trustees, the role of Treasurer is not confined solely to financial matters. Indeed, strong financial governance touches every aspect of our work and underpins the quality and range of our services as well as our strength as a national charity. As such, we expect the Treasurer to play a part in important decision making which affects the governance of the organisation as whole. The Treasurer will play an essential part in the future of Kidscape, not only as someone who will maintain oversight of the financial viability of our organisation, but as a strategic thinker, a team player and as a dynamic member of our dedicated Board of Trustees.

Specifcially the role of the Treasurer is to:

* Provide leadership and direction to the Board of Trustees in terms of financial planning and strategy, risk management, investments and reserves
* Chair the Finance and General Purposes Committee
* Liaise with the Head of Finance and Administration regarding financial matters, and from time to time third party’s such as accountants and fund managers
* Maintain an overview of the organisation’s financial affairs regarding governance, legal and regulatory requirements
* Be an active member of the Board of Trustees

**Person specification**

You should be able to demonstrate and provide evidence of the criteria listed below.

* Demonstrable experience in financial management and strategy
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders
* Independent judgement with the ability to think creatively in the context of the organisation and the external environment
* Commercial awareness
* Understanding and acceptance of the role’s legal duties and responsibilities
* Commitment to the charity’s objectives, aims and values and willingness to devote sufficient time to carry out responsibilities
* Confident and effective communication skills with a range of audiences; have sound interpersonal and influencing skills
* Balancing tact and diplomacy with willingness to challenge and constructively criticise

**Time commitment**

It is anticipated that the Treasurer will contribute an average of 12 days p.a. including preparation for Board meetings and ad hoc liaison with senior staff and fellow Board members as required.

* The term of office is 3 years then renewable
* The Board meets at least 4 times a year. One of these board meetings extends into a strategic away day.
* The Finance and General Purposes Committee meets each month, normally for no more than one hour
* Regular communication with the Head of Finance and Administration

**Additional information**

* The role is not accompanied by any financial remuneration
* Travel expenses may be claimed

You must not act as a trustee if you:

* Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
* Are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
* Have been removed as a company director or charity trustee because of wrongdoing

In addition, anyone who has previously been barred by the Independent Safeguarding Authority from working with children or vulnerable adults cannot take on a role that would give them access to those people.

**Appendix One**

**Individual Role and Responsibilities**

For more information on trustees’ main legal responsibilities please refer to *Charity Commission’s guidance ‘The essential trustee (CC3)’.*

1. To actively seek to further the strategic objectives of the organisation and to act in its best interests at all times;

2. To actively contribute to setting policy and strategic direction;

3. To sit on committees and working groups as required;

4. To provide advice and guidance in subject areas where the Trustee has particular expertise to the Board and Chief Executive where appropriate;

5. To regularly attend, prepare for and take a full part in meetings;

6. To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity;

7. To disclose any potential conflict of interest;

8. To maintain confidentiality about any sensitive/confidential information received in the course of duties as a Trustee.

9. To undergo an induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.

10. To maintain good communications and working relationships with the other Trustees and to abide by and support the collective decisions made by the Board;

12. To act as an ambassador for Kidscape;

**Collective Responsibilities**

1. To approve and own the strategic direction for the organisation including its vision, aims and strategies and to guide Kidscape to achieve its aims in the most efficient and effective manner consistent with organisational values and approach;

2. To approve strategic plans, budgets, reserves policy and position and authorisation limits;

3. To ensure that the policies, plans and budgets of the organisation are in keeping with its aims;

4. To monitor and evaluate the progress of the organisation against its strategic aims, objectives and financial targets;

5. To monitor regularly the context and operating environment in which Kidscape works and to address emerging issues that may impact on strategy, implementation of plans or reputation with key stakeholders;

6. To ensure an ongoing risk assessment and management process is in place across the organisation that is informing policies, procedures and plans and that Trustees are updated on this and advised of any significant changes as they occur;

7. To take ultimate responsibility for the management and administration of the charity, employ and supervise a Chief Executive and delegate to him/her the day to day management of the organisation and implementation of the strategy;

8. To ensure that the organisation functions within the legal and financial requirements of a registered charity – financial, charitable, health and safety, data protection etc;

9. To approve annual reports and accounts for Kidscape and any subsidiary companies;

10. To ensure that a process for declaring interests is in place.

**Appendix Two**

## Code of Conduct

As a trustee of Kidscape, I will abide by the following code of conduct:

1. Law, governing document, policies
	1. I will not break the law or go against charity regulations in any aspect of my role of trustee
	2. I will champion the governing document, mission and values of Kidscape and consider myself its guardian
	3. I will abide by the governing document and organisational policies relevant to my role
2. Conflicts of interest
	1. I will always strive to act in the best interests of the charity
	2. I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
	3. I will subject to the judgement of the board and do as it requires regarding potential conflicts of interest.
3. Person to person
	1. I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee
	2. I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.
4. Protecting Kidscape’s reputation
	1. I will seek consent from the Chair or CEO before speaking as a trustee of Kidscape to the media or in a public forum
	2. When I am speaking as a Kidscape trustee, my comments will reflect current organisational policy even when these do not agree with my personal views
	3. When speaking as a private citizen I will be mindful of the reputation of Kidscape and those that work in it
	4. I will respect organisational, board and individual confidentiality
5. Personal gain
	1. I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions
	2. I will document expenses and seek reimbursement according to procedure
	3. I will not accept substantial gifts or hospitality without prior consent of the Board
	4. I will use organisational resources responsibly, when authorised, in accordance with procedure.
6. In the boardroom
	1. I will abide by governance procedures and practices
	2. I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend
	3. I will prepare for the meeting by reading reports and be prepared to respectfully discuss and vote on agenda items during the meeting
	4. I will honour the authority of the Chair and respect his or her role
	5. I will accept a majority board vote on an issue as decisive and final
	6. I will accept that in the event of an equality of votes the Chair shall have a second or casting vote
	7. I will maintain confidentiality about Board discussions and decisions unless authorised by the Chair or board to speak of it.
7. Enhancing governance

7.1 I will participate in induction, training and development activities for trustees

7.2 I will continually seek ways to improve board governance practice

7.3 I will support the recruitment of new trustees and appoint new trustees on the basis of merit

7.4 I will support the Chair in his/her efforts to improve his/her leadership skills

7.5 I will support the Chief Executive in his/her role and, with my fellow trustees, seek development opportunities for him/her.

8. Leaving the board

8.1 I understand that substantial breach of any part of this code may result in my removal from my trustee board.

8.2 Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning.

# Trustee Declaration

Name of organisation in full…………………………………………..

Name of individual……………………………………………………..

By signing this form, you declare that you:

• are willing to act as a trustee

• understand Kidscape’s (objects) and rules set out in its governing document

• are not prevented from acting as a Kidscape trustee because you:

* have an unspent conviction for an offence involving dishonesty or deception
* are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
* have an individual voluntary arrangement (IVA) to pay off debts with creditors
* are disqualified from being a company director
* have previously been removed as a trustee by the Charity Commission or the High Court due to misconduct or mismanagement
* have been barred by the Independent Safeguarding Authority from working with children or vulnerable adults and can’t take on a role that would give you access to those people.

You also declare that:

• the information you provide is true, complete and correct

• you understand that it’s an offence under section 60(1) (b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information

• you will comply with your responsibilities as a trustee set out in the Charity Commission’s guidance ‘The essential trustee (CC3)’

Name……………………………………………………..

Signed……………………………………………………

Date……………………………………………………….