

## **Role of the Treasurer of Trustees for First Steps (Bath)**

Our trustees play a vital role in making sure that First Steps achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that First Steps has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable First Steps to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always function as a group and not as individuals.

### **Duties:**

- Support and provide advice on First Step's purpose, vision, goals, and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee First Step'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 [charity name]'s financial statements.
- Provide support and challenge to First Step's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in First Steps' operating environment.
- Contribute to regular reviews of [charity name]'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 First Step's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of First Steps' objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.

[As a small charity, there will 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.]

### ***What we are looking for***

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.

[You do not need previous governance experience – we will provide a full induction and training.]

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity, and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a 3-year term of office.
- This is a voluntary position, but reasonable expenses are reimbursed.

#### **Time commitment**

- Attending 4 Board meetings annually. Currently meetings are held in person at Woodhouse Road, Twerton, but can be accessed remotely.
- Attending one strategy planning workshop annually.

#### **Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team.

### **Responsibilities of the Treasurer.**

- Maintaining an overview of the affairs of FSB, ensuring its financial viability, and ensuring that proper financial records and procedures are maintained.
- Keeping the board aware of its financial responsibilities
- Working with the Finance manager to ensure that FSB accounts are prepared in a suitable format
- Ensuring that the accounts and financial systems are audited as required by law
- Consulting with the auditors
- Ensuring that FSB has appropriate reserves
- Advising on the financial implications of the organisations strategic plan
- Ensuring that FSB has an appropriate investment policy
- Contributing to FSB fundraising strategy
- sitting on appointment panels for senior managers
- supporting staff with HR issues

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