**Treasurer Trustee – Role Description**

Time for God aims to be the foremost (based upon reputation, quality, & size) UK based Christian charity providing opportunities for growth and development of young people through volunteering.

Time for God aims to improve lives through providing high quality volunteering opportunities for young people, in a Christian context.

**Remuneration** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Time commitment:** 4 formal Board meetings per year as well as informal meetings and contributions to supporting the staff team and maintaining an up to date understanding of the work of the organisation.

**Reporting:** All trustees report to the Board

**1. The statutory duties of a trustee are:**

* To ensure the organisation complies with its constitution and

articles of association.

* To ensure that the organisation pursues its objectives as defined in its trust

deed.

* To ensure the organisation applies its resources exclusively in pursuance of

its objectives - the charity must not spend money on activities which are not

included in its own objectives, no matter how 'charitable' and 'worthwhile'

those activities are.

* To contribute actively to the Board of Trustees' role in giving firm strategic

direction to the organisation, setting overall policy, defining goals and setting

targets and evaluating performance against agreed targets.

* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.

**2. Role Description**

The overall role of a Time For God Trustee is to ensure that it fulfils its duty to its beneficiaries through its charitable activities and delivers on its vision, mission and values.

* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
* To appoint the Director and monitor his or her performance and to monitor the performance of other staff managed by the Board or Board members.
* Working with all other trustees hold the charity “in trust” for current and future beneficiaries by:
  + Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Being responsible for the performance of the charity and for its “corporate”behaviour; ensuring that the charity complies with all legal and regulatory requirements.
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensuring that the charity’s governance is of the highest possible standard.
* As well as the various statutory duties, trustees should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**2.1 Roles Specific to the Trustee Treasurer**

* Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisation.
* Oversee the production of necessary financial reports/returns, accounts and audits.

**Specifically this requires**

* Liaison with relevant staff, trustees and volunteers to ensure the financial viability of the organisation.
* Making fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
* Regularly reporting the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
* Overseeing the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensuring proper records are kept and that effective financial procedures and controls are in place, ie:

o Cheque signatories

o Purchasing limits

o Purchasing systems

o Petty cash/ float

o Salary payments

o Pensions

o PAYE and NI payments

o Others as appropriate

* Appraising the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner.

**3. Qualities of a Trustee**

**3.1 Essential**

* A commitment to the Christian values and principles of Time for God.
* Understanding and acceptance of the legal duties, responsibilities and

liabilities of Trusteeship.

* Commitment to the charity’s objects, aims and values and willingness to

devote time to carry out responsibilities.

* Strategic and forward looking vision in relation to the charity’s objects and

aims.

* Good, independent judgement, political impartiality and the ability to think

creatively in the context of the organisation and external environment.

* Good communication and interpersonal skills and the ability to respect the

confidences of colleagues.

* Balancing tact and diplomacy with willingness to challenge and constructively

criticise.

* An understanding of different Christian traditions and the contexts in which a young person may be volunteering
* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Good financial analysis skills.

**3.2 Desirable**

* Prior experience of committee/trustee work.
* Knowledge of the type of work undertaken by the organisation.
* A wider involvement with the voluntary sector.
* Leadership skills exercised through a period change. ·
* An understanding of European funding programmes such as Erasmus+ and European Solidarity Corps a plus but not essential.

Note: This role description is due to be formally adopted at the February 2021 Board meeting

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If you are interested in this opportunity to serve on our board of trustees please contact Dave Magill, [director@timeforgod.org](mailto:director@timeforgod.org) for further information regarding a trustee recruitment event.