



Role of Treasurer

Introduction

This document sets out the specific responsibilities and tasks of the role of Treasurer, in addition to those of all trustees.

Trustee responsibilities

The duties of all trustees are:

- to ensure that the organisation complies with the Food Hub constitution, organisation law, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in the constitution
- to ensure the organisation 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 the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to represent the charity 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 the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor their performance
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- 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 the organisation and wider issues which affect its work



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 scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Treasurer

The Treasurer 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 of trustees receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

Responsibilities of the Treasurer

The overall role of the Treasurer is to maintain an overview of the Food Hub's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The role also includes overview of operational risks and management where these have potential for financial impact.

The majority of day-to-day duties regarding financial management, maintaining accounts and bookkeeping will be performed by Food Hub staff and/ or volunteers.

The responsibilities of the Treasurer will include:

- assisting finance admin staff with the preparation and presentation of budgets, accounts and financial statements
- being assured that the financial resources of the organisation meet its present and future needs, working closely with the fundraising team
- ensuring that the organisation has an appropriate reserves policy
- reviewing or preparing financial reports for presentation to the Board of trustees, ensuring that appropriate accounting procedures and controls are in place
- liaising with paid staff and volunteers about financial matters
- advising on the financial implications of the organisation's business plan
- ensuring that the organisation has an appropriate investment policy
- monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- ensuring that there is no conflict between any investments held and the aims and objectives of the organisation
- ensuring that the accounts are prepared and inspected or audited as appropriate, and any recommendations of the auditors implemented
- keeping the Board of trustees informed about its financial duties and responsibilities



- contributing to the fundraising strategy of the organisation
- making a formal presentation of the accounts to trustees as soon as reasonably practicable after the end of the financial year and drawing attention to important points in a coherent and easily understandable way
- sitting on appraisal, recruitment and disciplinary panels as required.

The tasks of the Treasurer will include:

- Reviewing or preparing financial reports prepared by or in conjunction with paid staff and or volunteers on a regular basis, providing support and guidance to staff on financial matters
- Keeping the Board of trustees aware of its financial responsibilities
- Ensuring that the organisation's accounts are maintained and prepared in a suitable format to comply with statutory requirements and to facilitate fundraising and reporting activities
- Ensuring that the accounts are prepared and that they and financial systems are inspected or audited as required by law
- Liaising with the auditors/independent examiners
- Overseeing and setting up banking and savings account arrangements
- Monitoring records of the bank balances and transactions.
- Attend and or report to committee meetings and ensure all transactions and charity information are recorded in meetings and any changes made to processes are approved prior to implementation.
- Provide accounts to the charity's named contact for submission to the Charity Commission and other relevant third parties as necessary.
- Ensuring that adequate insurance cover is maintained including the annual renewal of the overall charity insurance policy
- Being the main point of contact with HMRC on tax affairs including Gift Aid Claims