



Aberdeen Arts Centre
33 King Street
Aberdeen AB24 5AA

Tel: 07859 814458
Email: info@m4u.org.uk



SCIO Charity No. SC036995

TRUSTEE ROLE DESCRIPTION

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the charity's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

While all Trustees always retain their responsibility for the Charity as a whole, some will be chosen for their specific expertise in particular areas (see Treasurer & Secretary Key Duties) and will be expected to support and advise the Board on that area of expertise.

Trustees Main Responsibilities

- Work together to provide leadership and strategic direction to the charity
- Ensure M4U meets its charitable objectives as laid out in the constitution
- Ensure M4U is effectively run and meets all of its legal and regulatory requirements
- Ensure assets are safeguarded and used efficiently for those for whom the charity exists
- Ensure M4U is accountable financially and in other ways
- Take on specific roles as required for the smooth operation of the Board of Trustees and M4U
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustee's responsibilities to M4U
- Act in the best interest of the M4U, beneficiaries and future beneficiaries at all times
- Promote and develop M4U in order for it to grow and maintain its relevance to society



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TREASURER – Office Bearer ROLE & KEY DUTIES

Role:

The Treasurer's primary role is to assist and advise the Board in overseeing the finance of the charity and ensuring they are legal, constitutional and within accepted accounting practice.

Key Duties include:

- Presenting financial reports to the Board in a format that helps the Board understand the charity's financial position, raising issues and answering questions at regular Board Meetings and the AGM
- Advising the Board on how to carry out its financial responsibilities
- Counter signatory to major banking transaction and grant applications
- Meeting with the Accounts Administrator once per month, ensuring accurate, current & legal records are being kept and that effective financial procedures are in place
- Oversee the production of annual budget and projections
- Liaising with external Accountant and supplying financial information as requested in a timely manner
- Preparing the year end Financial Accounts and liaising with external Accountant to finalise
- Ensuring statutory returns are made to any relevant regulators



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PERSON SPECIFICATION – TREASURER

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Qualification in Accountancy / OR demonstrable experience equivalent • Broad knowledge of financial practices gained from significant practical and related work experience 	
Relevant Experience	<ul style="list-style-type: none"> • Proven experience of working within a finance role at a similar level. • Experience of using spreadsheets or databases to track and report on complex numerical data • Working knowledge of accounting software 	<ul style="list-style-type: none"> • Working within the charity sector • Experience with grant funding budgets and end of grant reports • Experience with online giving platforms
Skills and Attributes	<ul style="list-style-type: none"> • Strong IT skills with considerable experience of Excel and Word • Proactive self-starter with excellent time management skills and the ability to multitask • Approachability and ability to work well with a small team and liaise effectively with external contacts in a confident and courteous manner • Flexibility and willingness to support others when necessary with occasional opportunities to help at fundraising events 	
Values and Attitudes	<ul style="list-style-type: none"> • Commitment to professional standards and quality • Commitment to Equal Opportunities and Health & Safety in the workplace • Share our belief that every child and young person should be given the opportunity to perform regardless of their social or financial position and their physical or learning abilities 	



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SECRETARY – Office Bearer ROLE & KEY DUTIES

Role:

The Secretary's primary role is to ensure all Board Meetings are held in accordance with OSCR requirements and to provide the Board with guidance, working closely with the Chair.

Key Duties include:

- Arrange Board Meetings and other Meetings, as required
- Prepare & Circulate Agendas
- Facilitate Meetings, ensuring all are properly convened & constituted
- Take & Circulate Meeting Minutes
- Follow up Meeting Action Points to completion
- Ensure proper records are kept
- Support the Operations & Creative Manager with adhoc administration duties, as required



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PERSON SPECIFICATION – SECRETARY

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> Qualification in Business Management / OR demonstrable experience equivalent 	<p>A good understanding of charity law.</p> <p>A solid grounding in other relevant legislation, such as employment law, health and safety law, etc</p>
Relevant Experience	<ul style="list-style-type: none"> Proven experience of a similar level of responsibility 	
Skills and Attributes	<ul style="list-style-type: none"> Strong IT skills with considerable experience of Excel and Word Proactive self-starter with excellent time management skills and the ability to multitask Approachability and ability to work well with a small team and liaise effectively with external contacts in a confident and courteous manner Flexibility and willingness to support others when necessary with occasional opportunities to help at fundraising events 	
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Commitment

Trustees are expected to contribute around ten hours per month to the charity (this may increase for Office Bearers) and to attend 4 Board Meetings per year. Board meetings take place within Aberdeen Arts Centre.

A minimum commitment of 12 months is requested.

Trustees are expected to attend a minimum of 2 Classes, 2 Performances and 2 Fundraising Events per annum.

Remuneration

This is a voluntary position, although reasonable travelling expenses can be refunded.

Accountable to

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, funders and OSCR.

All Trustees will collectively play their part in financial monitoring and decision making.