**Job Role**

**Main duties and responsibilities of a Trustee:**

* Ensuring that the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are).
* Contributing 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.
* Safeguarding the good name and values of the organisation.
* Ensuring the effective and efficient administration of the organisation.
* Ensuring the financial stability of the organisation.
* Protecting and managing the property of the charity and to ensure the proper investment of the charity’s funds.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they must 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 on other issues in which the trustee has special expertise.

**Additional duties of the Treasurer:**The overall role of the Treasurer is to maintain an overview of the organisation's finances, ensure continued financial viability and ensure that financial records and procedures are maintained to the highest standards. They will:

* Oversee, approve and present budgets, monthly management accounts and financial statements.
* Managing year-end & independent expert review process.
* Ensuring that the financial resources of the organisation meet its present and future needs.
* Ensuring that the charity builds an appropriate Reserves Policy.
* Preparing and presenting financial reports to the board/committee as required.
* Ensuring that appropriate accounting procedures and controls are in place.
* Liaising with any paid staff and volunteers about financial matters.
* Advising on the financial implications of the organisation's strategic plans.
* Ensuring the organisation's compliance with current legislation.
* Ensuring equipment and assets are adequately recorded, maintained, and insured.
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g., OSCR.
* Keeping the board informed about its financial duties and responsibilities.
* Contributing to the fundraising strategy of the organisation.

Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to any important points in a coherent and easily understandable way.