



## Treasurer Role Description

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### **ROLE AND RESPONSIBILITIES:**

The role of the Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

The Treasurer of the Moray Rape Crisis Board bears all the general responsibilities of a Board member (see Appendix 1) and also has particular responsibilities relating to the role of Treasurer including:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board and advising on financial matters, both positive and negative
- Ensuring that appropriate accounting procedures and controls are in place and acted upon routinely
- To be a counter signatory to any major banking transaction
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- To advise the board of its financial requirements for the year ahead
- Ensuring that the charity has an appropriate investment policy and there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- 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 important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required.

## Appendix 1



### Trustee Role Specification

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**Purpose of Role:** As a Trustee of Moray Rape Crisis (MRC), you will provide leadership and direction for MRC, to secure its long-term sustainability, and to oversee the legal, financial and operational management of MRC, ensuring it meet the charitable aims set out in its constitution.

**Remuneration:** There is no payment for acting as a Trustee. Travel and out-of-pocket expenses will be paid on submission of a claim with receipts.

As a Trustee of Moray Rape Crisis, you will:

- Provide leadership and firm strategic direction for MRC and maintain appropriate accountability.
- Safeguard and promote the values, ethos and objectives of MRC
- Fulfil the legal duties and responsibilities of Company Directors and Charity Trustees.
- Monitor and maintain the sustainability and financial viability of MRC.
- Support the Manager of MRC in delivering the aims and objectives of MRC.
- You will contribute to the development of MRC's strategic plans.
- You will prepare for and attend Board meetings
- You will monitor progress on the implementation of MRC business and strategic plans and review the financial position of the organisation.

#### **Demands of the post of Trustee, and commitment required**

- Learn about MRC its work, and the individual and collective roles and responsibilities of the Trustees.
- Attend at least 75% of meetings annually.
- You may be asked to participate in short life working groups to progress particular areas of the Board's work.
- You may be asked to contribute to occasional staff recruitment processes, development days and training (approximately 3 days per year.)

**Potential Trustees of MRC will demonstrate:**

- A commitment to the values, ethos and objectives of MRC.
- A commitment to fulfil the legal duties and responsibilities of Trustees of a Scottish Charitable Incorporated Organisation.
- An understanding of the importance of strategic planning and a commitment to participating in the development of MRC strategic and business plans.
- The ability to assess plans and proposals and make objective decisions.
- The ability to actively contribute to the work of MRC and participate fully in the responsibilities set out in the Role Description.
- The ability to be creative and innovative and response positively to change.
- A commitment to Nolan's seven principles of public life (see Terms of Reference document).

**Knowledge, skills and/or experience in one or more of the following areas is desirable :**

- Staff management
- Financial management
- Fundraising
- Marketing
- Employment/charity law
- Governance
- Experience of lobbying/campaigning
- Experience or interest in homelessness, health, children's service, education or social policy