Research Trustee

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| **Frequency:** | Quarterly |
| **Salary:** | Unpaid, Voluntary Role |
| **Location:** | Glasgow / online |
| **Reports To:** | Chairperson |

Role Purpose

The Treasurer, collectively with all Trustees at MND Scotland, provides strategic direction, ensures compliance with the regulatory framework for charities and companies as well as sound governance and financial management. Whilst all Trustees at MND Scotland are responsible for the overall financial management of the charity, the Treasurer acts as the main financial champion to support and liaise with the Chief Executive Officer and all other staff with financial responsibilities. The Treasurer is not required to chair any specific sub committees since all finance, risk and audit responsibilities sit at Board level but may be required to chair/lead/facilitate any strategic finance specific work the Board requires.

Key Responsibilities and what is routinely involved

**Financial oversight**:

* Monitor the financial health and administration of the charity in close collaboration with the CEO and senior staff team.
* Advise on the financial implications of the charity’s strategic plan and significant operational decisions.
* With the support of the wider Board of Trustees, ensure that financial resources are appropriately invested and economically spent.
* With the support of the wider Board of Trustees, oversee MND Scotland’s risk management processes.

**Budgets and banking**:

* Support the annual budget process, providing insight and challenge to the CEO and senior team as appropriate and make recommendations to the Board of Trustees on budget approval.
* Act as a counter signatory on cheques and applications to funders as required.

**Governance and reporting**:

* Attend and contribute to quarterly Board meetings.
* Provide support and oversight, as appropriate, in the compilation of the annual financial statements.

**Audit oversight**:

* Work collaboratively with the CEO and external auditor to ensure the annual independent examination is completed on time and in line with requirements.

**Key relationships**:

* Act as key financial subject matter expert and conduit between CEO, senior staff team and Board of Trustees

Skills and Experience

* The post holder should have:
* Experience of financial management at a senior level within a charity setting
* Ability to communicate financial information clearly and effectively to those who are not financially-literate.
* The ability to form positive and productive relationships with fellow Board members, MND Scotland staff and wider stakeholders as required.
* Ability to understand and work to policies and standards.
* Time and energy to get involved with MND Scotland.

Estimated Commitment

* The estimated time commitment of a Trustee is:
* Quarterly board meetings: approx. 2 hours per meeting.
* 2 Board Strategy days per annum: approx. 6 hours per meeting
* Ad hoc issues to respond to: approximately 1-2 hours per month.
* Annual General Meeting: approx. 1hr

What we can offer you as a Trustee

* The opportunity to make time count for people affected by MND by contributing to the next development phase of our vital, people centred organisation.
* To be part of ensuring that people affected by MND across the country get the support, and access to the services, they need and deserve.
* Induction training as well as on-going training opportunities.
* Networking and development days with other Board Members
* Chance to challenge yourself and develop new skills.
* Opportunity to work with people with similar values and ethos.
* Reimbursement of out-of-pocket expenses.
* Mentoring for anyone undertaking their first trustee post.

Additional criteria – as a Trustee you will:

* Contribute to the effective governance, oversight, and running of MND Scotland.
* Attend and participate in Board meetings, Board Strategy days and events arranged by, and on behalf of the Charity as appropriate
* Take part in working groups according to skillset and availability.
* Assist with organising events and activities as needed.