

## **Refugee Sanctuary Scotland Trustee Role Description- Treasurer**

### **Our vision**

Refugee Sanctuary Scotland's vision is a welcoming, inclusive, safe Scotland for refugees and people seeking asylum, where all live free of destitution and have the means and opportunities to realise their full potential.

### **Our mission**

We provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to campaign for change.

### **Our history**

Refugee Sanctuary Scotland (formerly known as Refugee Survival Trust) was set up in 1996 by a group of people who felt deeply concerned by the destitution facing refugees and people seeking safety in Scotland as a result of the asylum system. Our work can only exist thanks to the loyal support of our members, the generosity of our donors and the expertise of our team members, board of directors and volunteers.

### **Purpose of the role of Trustee**

The Board of Trustees are responsible for the overall governance and strategic direction of Refugee Sanctuary Scotland, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. RSS Trustees also often take on roles related to the day-to-day running of the organisation. RSS is an incorporated charity, and its Trustees are also Company Directors.

### **Trustees of Refugee Sanctuary Scotland:**

- Will work together to provide leadership and strategic direction to the organisation;
- Ensure that RSS meets its charitable objectives as laid out in the articles of association;
- Ensure that RSS is effectively run and meets all of its legal and regulatory requirements;
- Ensure that assets are safeguarded and used efficiently for those for whom the organisation exists;
- Ensure that the organisation is accountable financially and in other ways; and
- Take on specific roles as required for the smooth operation of the Board of Trustees and the organisation.

### **Treasurer (specifically):**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation.
- Working alongside the Finance Officer to oversee the production of necessary financial reports/returns, annual budgets, accounts and audits.
- Liaise with relevant staff, committee members to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

**Commitment**

Trustees and Treasurer of RSS are expected to contribute around ten hours per month to the organisation and to attend six board meetings per year. Board meetings take place online. A minimum commitment of 3 years is requested, and RSS's constitution means that Trustees serve a maximum term of 6 years.

**Refugee Involvement**

We are keen to involve refugees in the running of the organisation, and applications from refugees who meet the essential criteria set out below are encouraged.

**Remuneration**

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

**Qualities (Treasurer)**

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

## **Person Specification**

These are the competencies that we expect all Trustees of Refugee Sanctuary Scotland to possess.

### **Essential**

- Knowledge and experience of voluntary sector issues
- Empathy with refugee and asylum issues
- Willing and able to promote the success of Refugee Sanctuary Scotland
- Good communication skills and the ability to work as part of the Board to further the organisation's aims
- Competent computer user and able to communicate regularly by email
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board
- Willing and able to fulfil the legal duties of a Company director as set out in the Companies Act 2006, and the legal duties of a Charity Trustee

### **Desirable**

RSS depends on Trustees having a wide range of skills, and each Board member should have strengths in at least one of the following areas. We do not expect Trustees to be skilled in all of these areas.

- Knowledge of refugee and asylum issues and relevant law
- Organisational development/strategy
- Financial management
- Knowledge of legal compliance responsibilities of companies limited by guarantee and registered charities
- Management and development of paid staff/volunteers
- Successful fundraiser
- Lobbying, campaigning or advocacy skills
- Ability and time to represent RSS in meetings with stakeholders
- Knowledge of equalities and human rights issues and best practice in employment
- PR, communication or events skills
- Research and analysis
- ICT management
- Project development/management experience
- Experience of running housing projects/knowledge of housing policy/law