

OutdoorLads Board of Trustees

Treasurer – Role Profile

5-10 hours a month. Voluntary.

Summary.

The Treasurer is one of OutdoorLads' most critical Trustee roles. Guardian of our financial affairs, your oversight will ensure that our *systems are effective* in enabling leaders to deliver excellent, good value events for our members; and that our *policies and processes* follow good accounting practice, meet statutory requirements, and are transparent and accountable to the OutdoorLads Membership.

Role-Specific Responsibilities (in order of priority)

1. Effective, Enabling Systems

- a. Ensure appropriate **financial processes and controls** are in place to enable the work of the organisation and its volunteers to be delivered effectively, to a high standard, and in a way that is accessible and understandable to volunteers.
- b. Liaise with the office team and volunteers to appraise the **financial viability** of key events / activities, and to **sign off significant expenditure**.
- c. Ensure **proper records** are kept, and that these are transparent and accessible to OutdoorLads trustees, members and stakeholders.

2. Financial Accountability

- a. Oversee production and presentation of an **annual budget, financial reports / returns, accounts and audit** (including liaison with bank, auditors, Charity Commission and Companies House as appropriate, alongside staff team).
- b. Take a lead on **interpreting financial data** (such as Xero analysis) to the Board, making fellow trustees aware of financial obligations, risks, patterns and trends.
- c. Monitor the **financial health** of the organisation, including use of reserves and investments, and maintain good relations with key financial stakeholders (above)

3. Sustainability and Growth

- a. Support other Trustees to identify ways to **maximise income** to the organisation, with regard to day-to-day measures / systems and also long-term investment / initiatives eg membership retention incentives.
- b. Working with other trustees, identify means to diversify and broaden **new income streams** through fundraising, grants or sponsorship, and ensure internal systems and processes are adaptable to the needs of restricted and unrestricted funders.
- c. Keep abreast of current best practice in accounting / online systems, and identify opportunities to **continually improve OutdoorLads systems** in a cost effective manner and processes for the benefit of members and of the organisation.

Collective Responsibilities (common to all OutdoorLads Trustees).

Provide good governance and leadership by:

1. Ensuring team **delivery** of organisational purpose, roles and responsibilities
 - a. Ensuring OutdoorLads maintains a **clear mission and strategic direction**, safeguarding our vision, values and reputation, and ensuring our organisational

purposes – including wider social and community responsibilities (such as environmental impact) - remain relevant and valid.

- b. Fully understanding collective and individual **roles, responsibilities and skills**, working effectively as a team to ensure the organisation's priorities are reflected in operational plans and budgets.
 - c. Ensuring **good, 3-way communication** between the trustee board, volunteer structure and staff team around organisational priorities.
2. Exercising effective **control** of the organisation by
- a. Ensuring ODL is fully compliant with **legal duties**, regulatory requirements, stewardship of assets, constitutional provision and structure, and able to respond appropriately to changes in the external environment.
 - b. Maintaining good internal **financial controls and management**, along with a **risk register**.
 - c. Implementing line management, training and resources for supporting OutdoorLads' **staff team, volunteers and leaders** to effectively organise great events, (underpinned by robust HR and volunteer procedures).
3. Being open and **accountable** to our members, setting a culture of integrity and pride.
- a. Facilitating open **communications** informing members and external parties about ODLs' work and activities, listening and responding to views of members and partners.
 - b. Ensuring a **listening approach** balanced with accessible and robust operating procedures, member policies and constructive handling of complaints
 - c. Holding an **Annual General Meeting** for members to approve accounts and audit in line with our constitutional duties, and to input to organisational strategy and direction.

Key References

Charity Commission 'Good Governance Framework'. www.governancecode.org

Charity Commission guidance 'The Essential Trustee: What you need to know, what you need to do' (May 2018):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

OutdoorLads values diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds and abilities.

To Apply

- Please email vacancies@outdoorlads.com by **midday on Friday 2nd April 2021**. Questions or queries are welcome, if you have any please email danny.mckeown-henshall@outdoorlads.com

About OutdoorLads.com

OutdoorLads Mission

Is to improve the mental and physical wellbeing of gay, bisexual and trans men through outdoor pursuits.

OutdoorLads Organisational Structure

- Registered Charity no. 1133121;
- Company Ltd. no. 6589498

OutdoorLads is a membership-driven charitable organisation and company limited by guarantee, with a voluntary Board of Trustees elected from the membership every year at our AGM. OutdoorLads has a highly active membership of about 1,500, and a wider 'online membership' of about 20,000. Our events are delivered by volunteer leaders - members who are trained, assessed and supported to lead activities at a range of levels - from social events to mountaineering expeditions.

OutdoorLads Website

Our activities are organised entirely through our website outdoorlads.com, where members can

- Sign up for membership and build a personal profile
- Search and register for events
- Process payments
- Contact and communicate with other ODL members
- Send enquiries and support requests

OutdoorLads Activities

Our voluntary leaders organise over 1,000 events a year throughout the UK and beyond, including:

- Day walks
- Socials
- Climbing
- Camping
- Hostel weekends
- Mountain biking
- Sailing
- Skiing
- Challenges
- Overseas expeditions

OutdoorLads' Values

- **Friendly and welcoming.** Whatever the event, and wherever it is, you will always find our guys to be friendly and welcoming. Join with a mate, or on your own, you will quickly be welcomed into the group and make friends easily.
- **Fun.** Everyone mucks in and has a laugh on our events. We might be walking in the rain, or camping in the cold, but there is always loads fun and laughter on our events.
- **Adventurous.** Whether you are an expert or a novice you can find your own level of 'adventure' with OutdoorLads. You might be surprised by what you achieve.
- **Professional.** Our event leaders deliver consistently great events. You can be sure of good food, a friendly atmosphere, experience leading groups in the mountain - or whatever skills the event requires.

We are looking for candidates who will enjoy 'living our values' in their attitude and approach to

work.