**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.**

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| **Role-Specific Responsibilities** (in order of priority)   1. **Effective, Enabling Systems**    1. 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.    2. Liaise with the office team and volunteers to appraise the **financial viability** of key events / activities, and to **sign off significant expenditure**.    3. Ensure **proper records** are kept, and that these are transparent and accessible to OutdoorLads trustees, members and stakeholders. 2. **Financial Accountability**    1. 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).    2. 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.    3. Monitorthe **financial health** of the organisation, including use of reserves and investments, and maintain good relations with key financial stakeholders (above) 3. **Sustainability and Growth**     1. 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.    2. 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.    3. Keep abreast of current best practice in accounting / online systems, and identify opportunities to **continually improve OutdoorLads systems** and processes for the benefit of members and of the organisation. |

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| **Collective Responsibilities** (common to all OutdoorLads Trustees).  *Provide good governance and leadership by:*   1. Ensuring team **delivery** of organisational purpose, roles and responsibilities    1. 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.    2. 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.    3. 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    1. 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.    2. Maintaining good internal **financial controls and management**, along with a **risk register**.    3. 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.    1. Facilitating open **communications** informing members and external parties about ODLs’ work and activities, listening and responding to views of members and partners.    2. Ensuring a **listening approach** balanced with accessible and robust operating procedures, member policies and constructive handling of complaints    3. 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](http://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/816777/CC3_may18.pdf>