

YMCA CHELTENHAM - JOB DESCRIPTION

POSITION TITLE:	Trustee Treasurer
RESPONSIBLE TO:	Board of Trustees
RESPONSIBLE FOR:	Strategic and Financial governance oversight
TERM OF OFFICE:	4 years

ABOUT YMCA CHELTENHAM

YMCA Cheltenham is a dynamic and growing Christian Charity operating in Cheltenham and Gloucester, with wide and far-reaching ambition to support even more people who are facing significant life barriers, such as homelessness, long-standing addiction, abuse, catastrophic circumstances, or otherwise extraordinarily difficult or chaotic life histories.

This year we have provided in excess of 47,000 nights of safe and supported accommodation to those in significant need across our service portfolio in Cheltenham and Gloucester. In addition to those people we have also provided good quality, affordable accommodation to 21 residents through our James Smith Row and Dulverton Court properties.

We have recently set our plans for the next 3 years. These plans are designed to strengthen the work we are currently engaged with, while also preparing for significant growth and development in subsequent years. Our plans include the methods by which we can employ all our assets to the fullest benefit of our service users through new and innovative pathways to independence, as well as how we might develop increasingly meaningful engagement with the communities in which we operate.

We are also exploring ways in which we can enrich and deepen our relationships with the church communities throughout Gloucestershire, seeking to bring mutual benefit and strengthening of our respective ministries going forward.

We appointed a new CEO last year and the financial performance of the Charity showed a remarkable improvement in that financial year. Trustees are satisfied with our performance and are pleased that current and future activity, and developmental plans can be appropriately resourced.

Board meetings are chaired by the Chair of Trustees and are attended by the CEO, advisors and other individuals as considered necessary.

PURPOSE OF THE ROLE

All Trustees are expected to make an active and dynamic contribution to the Board, the organisation and to supporting our work. Trustees have wide-ranging skills, knowledge and experience appropriate to governance and strategy.

The overall role of the Treasurer is to maintain an overview of the Charity’s affairs, our strategic planning and to provide guidance to help ensure financial viability, and support the requirements underpinning proper financial governance and procedures.

GENERAL RESPONSIBILITIES OF TRUSTEES

1. Responsible for the governance and strategy of YMCA Cheltenham.
2. Appointed for 4 years, but may be re-elected for a second term.
3. Are expected to attend the Board meetings which are held six times a year.
4. Approve high-level strategy and major expenditures.
5. Work with the CEO to ensure the YMCA Cheltenham's financial well-being and financial stability.
6. Ensure, with the CEO and the Board of Trustees, that the organisation complies with its governing document, Charity law, company law and any other relevant legislation or regulations.
7. Contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
8. Safeguard the reputation and values of the Charity, particularly the Christian values upon which the YMCA Cheltenham was founded and seeks to operate through.
9. Work with the CEO to ensure the financial stability of the organisation, that innovation and new developments are properly resourced and that adequate accountability structures exist and are exercised.
10. Work with the CEO to protect and manage the assets of the Charity and ensure the proper investment of the Charity's funds.
11. Appoint the Chief Executive Officer and monitor their performance.

All Trustees must understand and accept the legal duties, responsibilities and liabilities of Trusteeship and adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition to compliance with statutory duties, every Trustee should use their specific skills, knowledge, or experience they have to help the Board of Trustees reach sound decisions.

This will involve:

- Scrutinising Board papers.
- Focusing on key issues of importance to YMCA Cheltenham.
- Providing guidance on new initiatives (especially in areas in which the Trustee has special expertise)

ADDITIONAL DUTIES OF THE TREASURER

1. Advise the Trustees of the performance of the Charity against budgets, of the preparation of accounts and of other financial statements.

2. Provide assurance to the Board that the financial resources of YMCA Cheltenham meet its present and future needs.
3. Ensure that the Charity has an appropriate Reserves Policy.
4. Advise the Trustees on the preparation and presentation of the financial statements to the Board.
5. Ensuring that appropriate accounting procedures and controls are in place.
6. Liaising with the CEO & Head of Finance on a regular basis, and particularly in advance of committee or Board meetings.
7. Ensuring that the Charity has an appropriate Investment Policy.
8. Ensuring that there is no conflict between any investment held and the aims and objects of the Charity.
9. Monitoring the Charity's investment activity.
10. Work together with with the CEO to ensure that the Charity complies with all relevant legislation.
11. Ensure that the accounts are prepared in the form required by the relevant statutory bodies.
12. Ensure that the accounts are audited in accordance with the regulations and that any recommendations are acted on.
13. Act in the best interest of the Charity, our beneficiaries and future beneficiaries at all times.
14. Make a formal presentation of the financial performance of the organisation at the YMCA Cheltenham's AGM as required by the legislation.
15. Working with the CEO to ensure the organisation has an up to date and active Risk Register.
16. Chair the Finance sub-committee meetings, supported by the Head of Finance.
17. Work with the CEO to ensure the effective and efficient administration of the Charity and its resources, striving for best practice in good governance.
18. Maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustee's responsibilities to the Charity.

Ideal Candidate Profile

- Membership of the organisation is required under the rules (this can be pursuant to the appointment of this role).
- Previous experience of chairing at committee level.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

- Strategic vision.
- Good independent judgment.
- High level of credibility within the community.
- Strong leadership skills.
- Commitment to the work of the Charity.
- Willingness to speak their mind.
- Ability to think creatively.
- Open and transparent approach.
- Ability to work effectively as a member of a team.
- Willingness to lead on the generation of ideas and their development, with support from YMCA Cheltenham staff leaders.
- Financial experience.
- Some experience of Charity finance, housing association finance or a broad understanding, or willingness to learn.
- Skills to analyse proposals and examine their financial consequences.

PLEASE NOTE:

The particular and specific nature of this role and the rules of the Charity will require the post-holder to be an active and genuine adherent to the Christian faith.

General

It is recognised that this role, as with all Trustees, is voluntary and that the organisation's paid employees and volunteers will provide support, assistance and resources as are available to enable the Treasurer to utilise their best endeavours to carry out these duties within those resources.

It should be noted that the focus of this Trustee role is strategic and the Treasurer will not be managing the organisation's finances on a day-to-day basis; however, regular contact and liaison with the Chief Executive Officer and Head of Finance is expected.

YMCA Cheltenham is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.