

Deafblind UK Governance

Role	Treasurer
Tenure	



(Please contact Lynn Masson at: lynn.masson@deafblind.org.uk or call 01733 358100 if you would like this document in an alternative format).

Overall role

To maintain an overview of Deafblind UK's affairs, overseeing the organisations financial viability and ensuring that proper financial records and procedures are maintained.

Treasurer's responsibilities

- To ensure that Deafblind UK is compliant with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Deafblind UK pursues its objects as defined in its governing document.
- Protect and manage the property of the charity and ensure there is an appropriate investment policy.
- Monitoring any investment activity and ensuring its consistency with Deafblind UK's policies and legal responsibilities.
- Ensuring that there is no conflict between any investment held and the aims and objectives of the charity.
- To contribute actively to the board of trustees' role in giving firm strategic direction to Deafblind UK, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure the financial stability of Deafblind UK.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of Deafblind UK.
- Ensuring that appropriate accounting procedures and controls are in place and that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and/or the registrar of companies.
- Overseeing, approving and presenting budgets, accounts and financial statements.
- Ensuring that Deafblind UK has an appropriate reserves policy.
- Supporting and liaising with paid staff about financial matters.
- Advising on the financial implications of Deafblind UK's strategic plans.
- Ensuring equipment and assets are adequately maintained and insured.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

Other duties

In addition to the above statutory duties, trustees are required to use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on any staff appraisal, recruitment and disciplinary panels as required
- To safeguard the good name and values of Deafblind UK

- Other issues in which the trustee has special expertise

All members of the Board of Trustees should be able to demonstrate:

Qualities

- an understanding of and a commitment to Deafblind UK, its purpose and its work
- objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- a commitment to act solely in the best interests of the organisation, and it's members and other Service Users, without regard to personal interest or benefit
- strategic vision and the ability to focus on practical issues
- readiness to take, and be accountable for, decisions
- an awareness of how the world is changing politically, economically and socially
- the necessary time to be an effective trustee
- an effective good team player

Trustees must have no significant potential conflicts of interest

Experience

The Board of Trustees overall should have all the attributes needed to fulfill its role and responsibilities, including in particular:

- experience of leadership and board level decision making
- experience of wider financial issues and specific skills in audit and risk management
- a broad experience of good governance in business, the public sector or not-for-profit organisations and an understanding of the governance of charities and the duties and responsibilities of trustees

Knowledge and skills

The team of trustees, as a whole, should encompass knowledge of the following areas:

- Specific to the organization, an understanding of disability and knowledge of the aims and purposes of Deafblind UK and issues facing the organisation

The Board of Trustees, overall, through experience, knowledge or skills will have a broad understanding of Deafblindness and the issues faced by those who are deafblind or have a combined sight and hearing loss.

General Trustee requirements

- financial management/investment expertise
- business acumen
- strategy
- change management
- legal
- human resources
- procurement
- IS and business process review
- marketing, PR and communications

The time commitment for Trustees is expected to be about 6 days a year