North Devon Hospice

Treasurer Trustee

Role Brief

The role:

The Board is responsible for the performance of the charity, for its culture and is responsible for the charity’s compliance with all legal and regulatory requirements. Trustees act as guardians of all of the charity’s assets, taking all due care over their security, deployment and proper application. Our Trustees act with all reasonable care, giving their time, energy and skill to ensure our governance is of the highest possible standard.

The Treasurer’s role is to maintain an overview of the organisation’s affairs ensuring its financial viability and that proper financial records and procedures are maintained.

What’s involved:

Trustees actively participate in the work of the Board and contribute to its role in providing a strong strategic direction, defining and implementing policy, setting targets, monitoring and evaluating performance and ensuring the organisation’s work is consistent with its aims, objections and values.

You will need to be aware of, and conform to, the responsibilities of a charitable trustee and maintain familiarity with the rules and constitution that govern the charity. You will ensure NDH pursues its charitable objectives as defined in the Articles of Association and ensures it applies its resources in pursuance of those objectives. As part of the Board you will be responsible for the monitoring of risk management, including financial risk, risk to reputation, risks associated with the delivery of the charity’s activities. You will help ensure North Devon Hospice’s financial stability, protecting and managing its property, funds and resources and ensuring the effective and efficient administration of NDH. Being a trustee involves safeguarding, enhancing and promoting the good name, reputation and values of NDH, representing it and its stakeholders in the public arena as appropriate. You will support the Chair of the Board of Trustees in the appointment, on-going support and performance management, of the Chief Executive.

As our Treasurer you will work closely with the Board of Trustees, CEO and Director of Finance to ensure the financial governance of the hospice, including compliance with its Articles of Association, financial policies, charity law, company law and other relevant legislation or regulations. You will provide a strategic financial overview to the Board, keep the Board informed about its financial duties and responsibilities and chair the Finance and HR Committee.

Hours required:

The time commitment is to attend one Board meeting per quarter (2.5 hrs) along with preparation time to scrutinise Board papers. One Finance & HR Committee meeting per quarter (2.5 hrs) Trustee working group twice a year, ad hoc advice and guidance.

Board members are in post for an initial period of 3 years with a possible extension for a further 3 years up to a maximum of 9 years.

What the hospice offers:

 Mentoring and support from existing Board members

 Full induction, training and guidance given on all aspects of the role

 You will be part of a dedicated and friendly team offering a safe, welcoming and supportive environment

The opportunity to utilise existing skills or develop & learn new skills

 The knowledge you are directly contributing to the care & support offered to our patients and their families we care for

 Reimbursement of reasonable travel expenses

 What you can offer us:

 A commitment to the responsibilities of a Trustee and participation in Board training and development

 An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees as laid down by the Charity Commission.

 A commitment to the aims and objectives of the organisation, and to volunteering, through a willingness to devote the necessary time and effort required.

 Demonstrate a commitment to equality of opportunity and diversity including upholding North Devon Hospice’s equal opportunities policy.

To operate as an effective team member, participate in all Board decision making, upholding the decisions of the Board and demonstrate integrity and sound independent judgment

Your skills and expertise to analyse proposals or plans pertaining to the development, growth or diversification of the organisation and to examine the financial consequences of those plans

Your skills, knowledge or expertise to assist the Board in achieving sound decisions. Including providing advice, guidance and accurate information (based on individual specific expertise) on new initiatives and/or other areas of the charity’s work.

To respect the experience and expertise of staff and other Board members.

To uphold Nolan’s seven principles of public life which include:

▪ Selflessness ▪ Integrity ▪ Objectivity ▪ Accountability ▪ Openness ▪ Honesty ▪ Leadership

Next steps:

If you would like to join our Board of Trustees please contact the Volunteering Office for more information on 01271 347226 or email: [volunteering@northdevonhospice.org.uk](mailto:volunteering@northdevonhospice.org.uk)

Details of all our current vacancies can be found on our website along with the application pack to apply for this role. <https://www.northdevonhospice.org.uk/jobs-volunteering/working-for-north-devon-hospice/>

**Please note:** This role will require a declaration of current and previously held directorships, which will be cross referenced with Companies House and a Disclosure and Barring Service check will also be required.