



## **Trustee Role Description**

A Trustee is a member of a governing body whose ultimate purpose and responsibility is to oversee and guide everything that a particular charity does. The Charity Commission defines Trustees as: "Those Responsible" and they have a duty of care to the Organisation they represent.

### **The Treasurer's role is to oversee the Charity's finances.**

At WNB, a Finance officer is employed to manage the day to day financial transactions and to produce relevant spreadsheets for each board meeting.

The Treasurer's role involves keeping the board updated on the financial position.

The Treasurer generally meets with the CEO and Finance officer once a month (currently on line) to:

- review income and expenditure in terms of the annual budget;
- make a judgement on the overall financial state of the charity;
- prepare a short report for Board meetings (highlighting any particular concerns or variances from the budget) and a yearly report for the AGM (normally held in July of each year).

The Treasurer, (and a number of Trustees) are authorised to approve online payments (including staff salaries) in the absence of the Finance Officer or CEO.

As outlined above, the Treasurer is a member of the Board of Trustees and meetings are currently held every two months on a Friday morning. The Treasurer plays a major role in terms of organisational decision-making and developments.

Whilst experience of managing budgets and analysing financial data is not essential it would be helpful in the role of Treasurer.

A Treasurer, in common with any new Trustee, will be provided with an induction into the Charity.

For further details contact: [pippa@wnbefriending.org.uk](mailto:pippa@wnbefriending.org.uk)