ARC Treasurer Role Description

Key responsibilities
Exercise individual and collective responsibility to ensure effective stewardship of the ARC Board.

Specific duties and tasks of ARC Treasurer:
- To monitor the financial matters of the organisation and report to the board at regular intervals about the financial health of the organisation.
- To oversee, and present budgets, accounts and financial statements to the board.
- To ensure financial resources are spent and invested in line with good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial, reserves and investment policies.
- To ensure that adequate financial controls are in place and are being operated effectively by staff.
- Liaising with the Finance Director concerning the financial activities of the organisation.
- Attend an annual accounts sign-off meeting with the auditors and reporting back to the Board.
- Implementing and monitoring adherence to specific financial controls and systems,
- Advising on the financial implications of the organisation’s strategic plan.

Terms of Office
This post may be held for a term of 3 years, then the post holder may stand for re-election for a further 3 years, after which time the post holder must stand down.

Specific duties and tasks of ARC trustee:
- Formulate and regularly review the strategic aims of ARC to ensure that the organisation is operating within the terms of its charitable objectives and governing instruments.

- Take an active role in ensuring that ARC's Board meetings are constructive and meaningful and reflect the key responsibilities of trustees.
- Oversee assurance frameworks and systems to ensure compliance with financial, legal and regulatory requirements.
- Attend meetings of the Board and any other committee as agreed to ensure policies and practices are in keeping with ARC's aims.
- Fulfill such other duties and assignments as may be required from time to time in order to ensure the smooth running of the Board.
- Participate in training sessions provided for the benefit of Trustees in order to maintain professional development.

Time commitment:
To attend 4 Board meetings, 2 Committee meetings, and 1 audit meeting a year. Our Board meetings are held online and in-person, so will require a degree of travel and occasionally overnight stays.

Remuneration:
No salary is payable in relation to this role however expenses will be paid.