

TRUSTEE & CHAIR OF THE FINANCE COMMITTEE

STAMMA is a small, ambitious, award-winning charity working with a brilliant community keen to create space and respect for people who stammer. Founded in 1978, and formerly the British Stammering Association, we're a registered charity and a membership organisation.

Stammering has historically been used to evoke humour or suggest inadequacy. Little wonder that many who stammer face daily ignorance, discrimination and disrespect. This can affect job prospects, mental health and cause social isolation. It can result in making a GP appointment a nightmare, stop you accessing a service altogether and leave you feeling disbelieved. We're here to change that.

We want to create a world where there is space for people to stammer. We're at the start of a new 5-year journey, supported by the National Lottery, to create space for people who stammer. Now couldn't be a better time to join us.

STAMMA is seeking a Chair of the Finance Committee to join our Trustee Board.



CHAIR OF THE FINANCE COMMITTEE DUTIES

While Trustees have ultimate responsibility for the organisation, including finance, the Chair of the Finance Sub Committee will support other trustees carry out their financial duties.

The Chair of the Finance Committee will support the board in maintaining an overview of the charity's affairs, ensure its financial viability and that the charity has policies and systems in place to ensure robust financial planning, implementation and reporting.

They postholder will:

- Work with the Finance Manager and CEO to compile the annual report of accounts for submission to the independent examiner and quarterly management accounts for the Board.
- Advise fellow Trustees on a regular basis of the financial status of the charity and where necessary recommend action
- Maintain budgetary oversight with the CEO.
- Ensure the charity complies with legislative and regulatory requirements with regards to financial matters and acts within the confines of its governing document.
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the agreed budget and investment activities meet accepted standards and policies.
- Chair the Finance Committee in line with the terms of reference and recommend and report findings, developments and recommendations to the Board of Trustees.
- Ensure that the charity has an appropriate reserves and investment policies.
- Act in the best interest of the charity, our beneficiaries and future beneficiaries.
- Formally present the accounts at the annual general meeting, drawing attention to important points in an accessible and easily understandable way.
- Maintain absolute confidentiality about all sensitive and confidential information received as a trustee of the charity.

TRUSTEE RESPONSIBILITIES

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensure that the organisation complies with its governing document, charity law, company law and relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguard the good name and values of the organisation.

- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation and protect and manage the property of the charity and the investment of the charity's funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

In addition to these statutory duties, each trustee should use their skills, knowledge and experience to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has expertise.

EXPERIENCE & SKILLS NEEDED

- A qualified accountant is preferred, but not obligatory. Applicants should have experience of financial control and budgeting at a senior level.
- Experience of charity finance, fundraising and pension schemes.
- The skills to analyse proposals and examine their financial consequences.
- Prepared to provide challenge to the Board and CEO on financial projections and position.
- Willingness to be available to the CEO and Finance Manager for advice and enquiries on an ad hoc basis.
- Ideally, experience of Sage accounting.

PERSON SPECIFICATION

- Commitment to the organisation. It would be brilliant if you stammer, but not essential.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.

TIME COMMITMENT

The Chair of the Finance Committee would be expected to serve on the Board for a minimum of three years. There are four Board meetings a year, two in person on a Saturday and two online on a week-day evening, plus an annual Strategy Day. There are also quarterly finance meetings of the Finance Committee, held on-line, which usually take place weekday evenings and last approximately one hour.

Participate in committees and/or occasional working groups dealing with specific aspects of the charity's management and development.

Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties. This includes travel to and from meetings and food/refreshments at evening or weekend events.

Applications by CV and letter to: jane.powell@stamma.org. If you want to talk through the post beforehand, then please drop me an email and I'll set up a time for you to talk with myself Jane Powell (CEO) or Roger Pimm (Chair of the Board).