



## Trustee of The Anthony Seddon Fund

### Duties of a Trustee:

- Ensuring that the charity pursues its stated objects (purposes), as defined in its constitution, by developing and agreeing on a long-term strategy.
- Ensuring that the charity complies with its constitution, charity law, company law, and any other relevant legislation or regulations.
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

In addition to the above statutory duties, each trustee should 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 advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Person Specification

- A commitment to the charity.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An ability to work effectively as a part of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

## Treasurer of The Anthony Seddon Fund

### General Responsibilities

In addition to the general responsibilities of a trustee, the duties of the treasurer include the following:

- Overseeing, approving, and presenting budgets, accounts, and financial statements.
- Being assured that the financial resources of the charity meet its present and future needs.
- Ensuring that the charity has an appropriate **Reserves Policy**.
- Preparing and presenting financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the charity's strategic plans.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
- Monitoring the charity's investment activity and ensuring it is consistent with the charity's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies (The Charity Commission).
- If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the charity.
- 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.
- Sitting on appraisal, recruitment, and disciplinary panels as required.

### Person Specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience.
- Some experience with charity finance, fundraising, and pension schemes.
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and inquiries on an as-needed basis.