

Bat Conservation Trust



Board of Trustees
Treasurer Information Pack



Hello, I'm Steve Roe and I have been the Chair of the Bat Conservation Trust (BCT) for the last year and prior to that Vice Chair for four years. BCT is the leading non-governmental organisation in the United Kingdom solely devoted to the conservation of bats and the landscapes on which they rely.

BCT's work has helped deliver one of the UK's consistent conservation success stories for several bat species and although there is much left to do, we have a solid foundation to build from and we hope you are inspired to support our efforts.

We have just launched an ambitious new three-year strategy underpinned by a 10 year Theory of Change, and so joining us as a Trustee at this crucial time will mean you can play a part in shaping the direction of BCT and help to secure the future of bats and their habitats.

BCT is a welcoming and inclusive team of around 60 staff and currently, 13 trustees. We are looking for people to join our board who represent wider society and we are particularly looking to appoint trustees who are People of Colour, as those individuals are currently underrepresented on our board.

Steve Roe



Our objectives

This year, we launched an ambitious new strategy setting out our plan to achieve our aim of ensuring all bat species in the UK are in recovery following previous declines.

DISCOVER: We ensure scientific evidence is in place to support bat conservation.

INFLUENCE: We work to ensure that decision-makers make the right choices for bats.

ACT: We take action through collaboration and guidance to enable effective management of landscapes and built environment for bats and other wildlife.

CONNECT: We inspire an appreciation and understanding of bats and nature through engagement and education.

STRENGTHEN: We invest in a sustainable future for BCT, its staff and volunteers.

BCT is committed to championing Equity, Diversity and Inclusion (EDI) throughout all our work. You can read more about our EDI Statement of Values here: <https://www.bats.org.uk/the-trust/equity-diversity-and-inclusivity>

We recognise that there is much work to be done to improve representation of society within our organisation and in the wider sector, particularly around ethnic and racial diversity.



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Treasurer Role

The Treasurer leads oversight of the financial management of BCT and supports the Board to understand the organisation's financial position, resilience and future outlook. The role includes reporting to the Board on financial health and risk, in line with best practice and legal requirements. The Treasurer helps ensure the Board is well equipped to make informed financial decisions. They chair the Finance & Audit Committee and report back to the Board.

Key Responsibilities

Strategic

- Ensure that BCT has the resources to deliver its strategy.

Financial

- Ensure that the Board receives appropriate budgetary and financial information on the activities of BCT including Annual Accounts
- Recommend to the Board appropriate accounting procedures, controls and policies.
- Work in close partnership with the Head of Operations and Finance Manager in executing their responsibilities.



Treasurer Role cont.

Assets and Investments

- Ensure that BCT has an appropriate investment policy, monitors investment performance and sets an appropriate reserves policy.

Governance

- Ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation

Annual Accounts and Reporting

- Oversee the preparation and scrutiny of Annual Accounts and ensure any recommendations are implemented.
- Present the annual accounts at the Annual General Meeting.



What we're looking for



We are looking for trustees who share our vision for a world rich in wildlife where bats and people thrive together. Our mission is to work collaboratively and with a diversity of people to protect bats and their habitats in an ever-changing world.

We are seeking committed and creative individuals who can bring fresh ideas and new perspectives. You do not need to work in bat conservation or have any prior knowledge about bats, but an interest in bats or wildlife conservation generally, would be helpful.

You do not need previous Board experience or a detailed understanding of charity governance as we can provide training and guidance, but you will need to feel comfortable participating in discussions and making key decisions. You will be offered the opportunity to buddy with one of our existing Trustees who will be on hand to offer guidance, mentorship and answer questions.



What it means to be a Trustee



Our Board of Trustees plays a vital role in making sure that BCT achieves its core purpose and that we work within the laws which charities must adhere to. They act together as a group to oversee the wider management and administration of the charity. They also ensure that BCT has a clear strategy and that our work and goals are in line with our vision.

Just as importantly, they support and challenge the Senior Management Team to enable BCT to grow and thrive, and through this, achieve our mission to work collaboratively and with a diversity of people to achieve resilient populations of bats and improve their habitats in an ever-changing world.

Being a Trustee can be rewarding for many reasons – from knowing that you are making a difference to the charity’s cause, to gaining knowledge and building relationships. Trustees do not need any prior knowledge about bat conservation but must become a member of BCT if they are not already.



How our meetings work

Our Board of Trustees comprises a maximum of 14 trustees which includes four officer roles (Chair, Vice-Chair, Secretary and Treasurer).

Being a Trustee requires some time commitment. The Board meets four times a year, currently one in-person meeting (usually in London) and three video conference meetings. The dates are agreed well in advance and are usually held in February, May, July and October. Prospective Trustees are most welcome to come along and observe a meeting. You will act as a Trustee for a three-year term, up to a maximum of three terms (nine years).

We would welcome your involvement in our other committees and working groups. Some of which include: Finance & Audit Committee (which as Treasurer you would be Chair of) and Landfill Committee. You are also invited to join in any BCT-specific activities such as our annual strategy day and the National Bat Conference.

For further information on being a Trustee, please see the *Trustee Role* document in the advert.



Why join our Board?

As a Trustee you can make a huge difference – you will play a crucial role in guiding BCT’s strategic direction and help steer important decisions that will have an impact on both our organisation and the wildlife conservation/environmental sector more broadly.

Serving as a Trustee at BCT provides an invaluable opportunity for personal growth and development. You will acquire new skills, and enhance your understanding of governance, leadership, and the conservation sector. It also gives you an opportunity to expand your professional network and can create opportunities for new partnerships and collaboration with your fellow Trustees.

Although it can be challenging, being a Trustee can reward you with a fantastic opportunity to enhance and develop a huge variety of personal and professional skills, while giving you a sense of purpose for the difference you are making to bats and conservation.

Trustees are volunteers, so the role is not paid but we will cover your costs for travelling to attend meetings or events, for example, BCT’s National Bat Conference.

Trustees receive an induction on joining BCT where you will have the opportunity to talk to different members of staff and fellow Trustees.

If you would like to have an informal chat about the role with our Chair of Trustees, Steve Roe, before applying, please contact Steve via vsmith@bats.org.uk.



Diverse charity boards



Currently, people of colour account for just 8% of Trustees on charity boards and we want to change that.

BCT is a welcoming and inclusive organisation, but our Board does not currently reflect the ethnic diversity of wider society. We believe our work will be stronger with greater diversity and welcome applications from those who bring different experiences and perspectives. We are committed to making our Board as diverse as possible to enable us to have a more well-rounded perspective and make better and more informed decisions which reflect under-represented voices. We are committed to building a working environment in which all individuals are free from prejudice, discrimination, harassment or violence and in which opportunities are equal to all.

We value the many skills and experiences that you can bring to BCT and we strive to create a Board culture that enables everyone to be their true selves and to benefit from the Trustee experience.

We always consider individual circumstances and needs and are happy to make any reasonable adjustments. We strive to be as flexible as possible to ensure our meeting arrangements are inclusive and suitable for all.

Currently, 52% of BCT staff consider themselves to have a disability and so we have experience of accommodating different requirements.



Application and selection process

We hope the above has encouraged you to apply to become BCT's Treasurer. If you are interested in joining the Bat Conservation Trust's Board, please email your CV and short statement highlighting your skills and experience to Vicki Smith at: vsmith@bats.org.uk.

Your application will be considered by our Chief Executive, Kit Stoner, and shortlisted candidates will be invited to have a chat with Kit Stoner, Steve Roe and one of other Trustees. We will then invite you to observe a Board meeting and then once all parties are happy to go ahead, you will be elected by the members to the Board at our next AGM.

We understand that the application process may be difficult if you have a disability or condition and we strive to provide an accessible recruitment process. Some of the adjustments we can make, for example, include accepting applications in a non-written format or sending you a template for the cover letter. If you are shortlisted, we can be flexible with the time and location of the conversation and we can meet with you in-person or remotely.

If you require reasonable adjustments for any part of the process, please let us know.

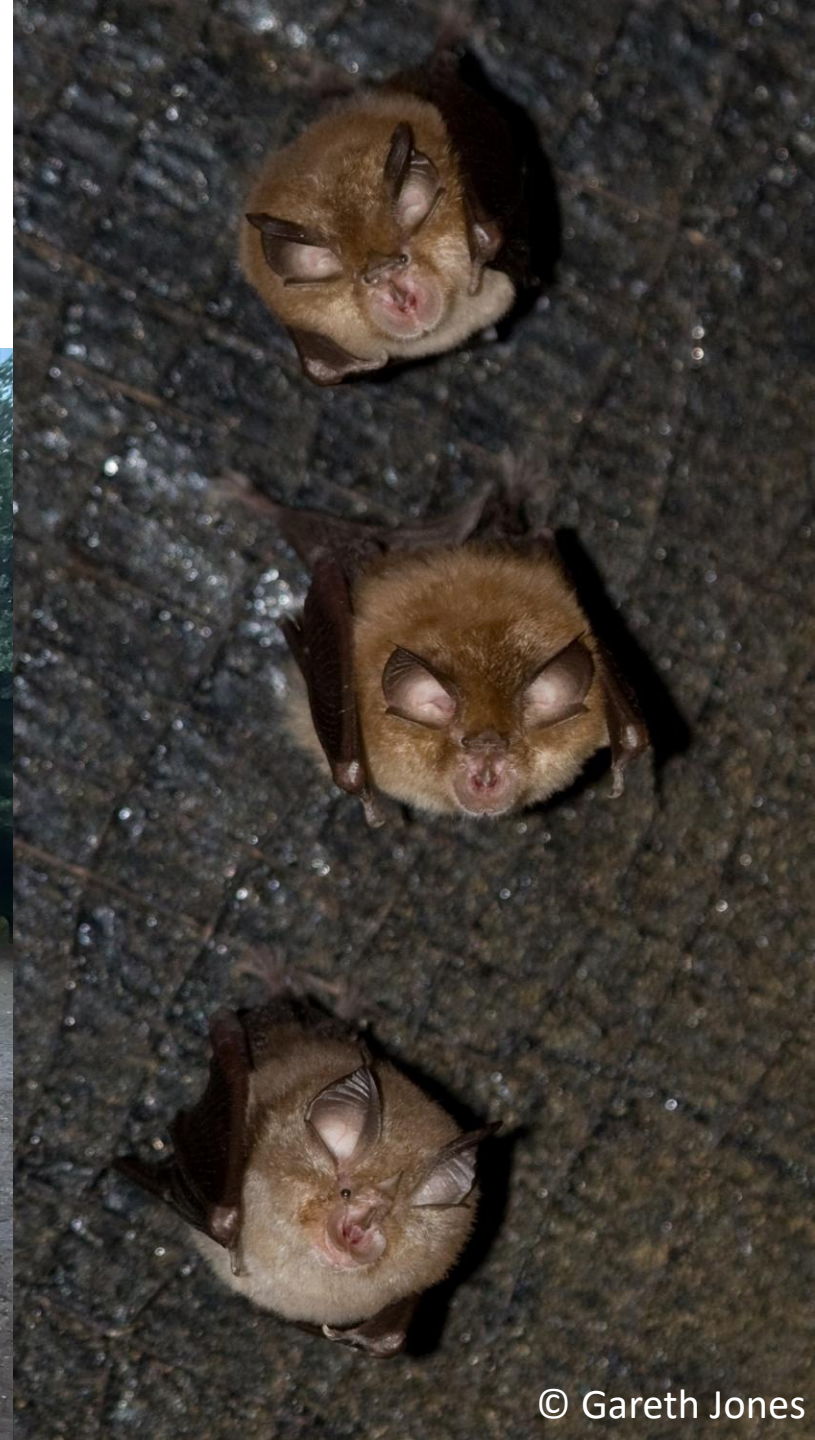
Key dates

Application closing date: 14 July

Interviews: Weeks commencing 20 and 27 July



We look forward to hearing from you!





The Bat Conservation Trust (known as BCT) is a registered charity in England and Wales (1012361) and in Scotland (SC040116).

Company Limited by Guarantee.

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Registered office: Bat Conservation Trust,
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www.bats.org.uk