



Operation and Management Instruction

2E

Role Description - Treasurer



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Position: Director

CONSULTED *(Those who must be consulted before the document is published)*

Trustees

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Trustees

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Position: Chairman

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Role Description for the Treasurer

1. On behalf of the Board of Trustees (the Board) to oversee all financial aspects of THE RIPPLE POND so as to ensure its short and long-term viability. In partnership with the Director and members of the Finance and Investments Sub-Committee (FISC) to:

- a. Chair the Finance and Investments Sub-Committee.
- b. Ensure that THE RIPPLE POND operates within the financial guidelines, set out in current legislation by the Charity Commission, in the Charity's constitution and by the Board.
- c. Ensure that THE RIPPLE POND has adequate financial and internal audit controls and these are monitored regularly.
- d. Identify and bring to the attention of the Board any financial risks facing the Charity.
- e. Ensure that the Charity's financial resources are sufficient to meet the current and future needs of THE RIPPLE POND and to advise the Board on the Board's reserves policy, which is to be reviewed and monitored regularly.
- f. In conjunction with the Director and the FISC review and give guidance to the Board on the following matters:
 - g. The five year financial plan.
 - h. The P & P Annual Cycle in so far as it impacts on THE RIPPLE POND's finances.
 - i. The annual budget proposed by the Director.
 - j. The management accounts, performance against budget etc.
 - k. The Charity's cash flow position.
 - l. To ensure that restricted funding for specific purposes is separately accounted for and is expended for which purposes it was given.
 - m. Ensure that all income due to THE RIPPLE POND is received, all tax benefits are claimed and all rating relief due is claimed.
 - n. To review longer term forecasts of capital resources, income and expenditure; and to review and monitor financial trends within THE RIPPLE POND and the Charity Sector.

- o. In accordance with the FISC terms of reference, ensure that the Charity's investment objectives and policies are consistent and, with the help of the appointed investment managers, the asset allocations are appropriate and reviewed regularly to meet the changes in the investment environment and/or the needs of THE RIPPLE POND.
- p. To report to the Board on the performance of the Charity's investment funds at least on a bi-annual basis and more frequently if circumstances dictate.
- q. Together with the members of the FISC evaluate the performance of the investment managers on a regular basis and carry out a triennial review, with recommendations to the board on whether they should be retained or replaced.
- r. To meet the external auditor once a year.
- s. To present formally the accounts to the AGM drawing members' attention all relevant matters and to respond to questions from the floor.

2. To assist the Chairperson, other honorary officers and the Director in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of THE RIPPLE POND as follows:

- a. To ensure that THE RIPPLE POND has satisfactory control systems and procedures for holding in trust for the members monies, properties and other assets and ensure that they are invested to the maximum benefit of THE RIPPLE POND within the constraints of the law and other policies laid down by the board.
- b. To ensure that the income and property of the Charity is applied, with due diligence and fairness, for the purposes set out in the governing document.
- c. To keep the Board informed of its financial duties and responsibilities.
- d. To advise the Board on the financial implications and operational risks arising from Board decisions-in particular strategic and policy decisions.
- e. In consultation with the Chairperson to advise the Director on the level, quantity and frequency of financial information and reporting required by the Board in order that it is able to fulfil its legal and statutory responsibilities.
- f. To work with the Director to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance.
- g. To know on a continuing basis the condition and value of all property owned by the Charity.