BOARD OF TRUSTEES

ROLE SPECIFICATION FOR THE HONORARY TREASURER

Responsibilities as Trustee

The Board of Trustees (the Board) is made up of elected, appointed or co-opted RCSLT members and appointed or co-opted non-members as authorised by the Articles.

Trustees bring an independent judgement to bear on issues of strategy, performance, key appointment and accountability.

Trustees agree to adhere to the Code of Conduct.

The duties of Trustees are to:

- Provide strategic direction for RCSLT by setting the framework for policy and operational performance, including agreeing the Corporate Strategy and overall ambition of the organisation
- Monitor the reporting of performance
- Satisfy themselves that quality and financial information is accurate and that controls and systems of risk management are robust and defensible
- Have a prime role in appointing and where necessary, removing the CEO and in succession planning
- Ensure the board acts in the best interests of the profession and is fully accountable to the profession for the services provided by the organisation and the funds it uses.

Trustees may also have a key role in a committee or may have a specific role on the Board. Separate role descriptions are provided for these roles.

Responsibilities of the Honorary Treasurer

The Honorary Treasurer monitors the financial administration of the charity and reports to the board of trustees at regular intervals on its state of financial health, in line with best practice and in compliance with the governing document and legal requirements. Depending upon skills and qualifications, they may act as the Chair of the Finance and Resources Committee (FRC). The Honorary Treasurer will be a current or recently retired CCAB, CIMA or overseas equivalent qualified accountant.

Specific responsibilities:

- Provide a financial perspective to inform Board discussions and decision-making

Role specification for Honorary Treasurer_March 2020
• Provide strategic leadership to the Board, through the Finance and Resources Committee, in the following areas:
  o Financial planning
  o Financial performance
  o Investment management policy and arrangements
  o Income generation
  o Audit
  o Risk Management
  o Contractual arrangements
• Together with the Chair of the Board, approve and sign the RCSLT statutory accounts and letter of representation
• Act as one of the directors of CSLT (Trading) Ltd
• Chair the FRC in line with its TORs
• Approve the financial section of the Trustees’ Annual Report
• Present the Honorary Treasurer’s report at the RCSLT AGM

Skills and knowledge required of Honorary Treasurer

Essential

• An understanding of the financial dynamics of a professional body;
• Experience of strategic financial planning
• Experience of the governance of budgetary and contract management
• Experience of the development and management of a strategic investment and reserves policy
• Experience of risk management
• Experience of working with external auditors
• The ability to present financial information clearly to a range of audiences
• Experience of chairing committee meetings

Desirable

• Experience of, or at least good knowledge of, not for profit sector organisations
• An understanding of the RCSLT’s purpose, and awareness of and enthusiasm for the speech and language therapy profession
• The ability to fulfil the role of a General Trustee
• Previous experience of being a Board member
• Current or recently retired CCAB, CIMA or overseas equivalent qualified accountant

Declaration of Interests

It is a requirement that all Trustees should declare any conflict of interest or loyalty that arises in the course of conducting RCSLT business. The RCSLT will maintain a register of members’ interests to avoid any danger of Trustees being influenced, or appearing to be influenced, by their private interests in the exercise of their duties. All Board members are therefore expected to declare any personal or business interest which may influence, or may be perceived to influence, their judgement. This should include, as a minimum, personal direct and indirect financial interests and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest, or from being a business partner of, or being employed by, a person with such an interest. In addition, any conflicts of loyalty arising from the membership of or association with similar organisations to the RCSLT must be declared.
Commitments

The Honorary Treasurer is expected to make the following commitments:

- Attend meetings of the Board of Trustees, four times per year, three in London, and one elsewhere in the UK plus the AGM (there is a minimum requirement of not missing more than two consecutive meetings)
- Make time available to read Board papers prior to meetings so as to be able to contribute fully to Board meetings
- Attend (and chair, if appointed to Chair) meetings of the Finance and Resources Committee, four times per year, usually in London, and other meetings as required
- Attend meetings with stakeholders where appropriate
- Be available for regular catch up telephone conversations and urgent decisions where required
- Support the Director of Finance and Membership professionally as required
- Attend Board induction sessions
- Attend Board development opportunities as appropriate
- Liaise with other Trustees as appropriate