



## **Treasurer of the Awamu Board of Trustees**

### **Role overview**

We're looking for a Treasurer for our Board of Trustees with extensive experience of working in finance and with knowledge of donor compliance and grant management.

Ideally, with experience of working in international development and with an understanding of international and community based organisations and sub grantees capacity building.

As Treasurer you would help to maintain effective governance of the organisations affairs, ensuring its financial viability and that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

### **Key Responsibilities**

#### **Strategic**

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

#### **Financial**

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend appropriate accounting procedures, controls and policies;
- To review processes on a regular basis and oversee the appointment of auditors should they be required
- To work closely with the Director in implementing robust financial systems and executing Awamu's financial responsibilities.

#### **Governance**

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

- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To assist in appraisals of the Trustee board in consultation with other members of the Charity

## General responsibilities of Awamu's Trustees

### Responsibilities

- Contribute knowledge of finance and accounting within the sector, tools, methods and approaches
- Strengthening our systems and processes with the aim of expand existing work and secure potential new projects and funding
- Oversee risk assessments, as needed, and take an active, advisory role in implementing new projects including new robust financial and reporting systems
- Be an active champion of Awamu and our long-term development partners
- Take an active interest in international development ethics

### Qualities - essential

- Professional experience in finance or accounting
- Passionate about addressing poverty, empowerment of women and girls and community led development, and seeking new innovative ways to fight poverty and empower communities
- The ability to provide valuable oversight and strategic judgement, and address complex issues collaboratively
- A deep commitment to social impact and sustainable development
- Willing to use your time, energy and networks to bring in much needed funding and advocate for Awamu's work

### Qualities - desirable

- Knowledge of the international development sector
- Experience of finance programme work and impact measurement
- Knowledge of safeguarding in vulnerable environments

### Details

- Role: Treasurer of Board of Trustees - International Development. In addition to the specific responsibilities stated, you will assume all the usual duties of a trustee
- Volunteer: Trustees are volunteers. The role is not accompanied by any payment, however reasonable expenses may be claimed e.g. local travel or data for meetings

### Becoming a Trustee

Awamu wishes to develop a high performing Board to comprise three or four Trustees plus a pool of advisors who will not only offer support and guidance to our team of volunteers and other Trustees on a wide range of issues but who are willing to roll their sleeves up and lead on areas that need developing and implementing.

Alongside making a significant contribution in the areas described on page one. In order to be a Trustee, you need to:

- be committed to Awamu's vision, mission and values
- be committed to bringing your expertise, experience and energy to guiding the strategic direction and ensure the growth of Awamu
- be aware of and be willing to stay up to date with governance best practice, including Trustee responsibilities and respective charity law;
- be able to attend a minimum of five Board meetings per year and willing to contribute to committees, ongoing discussions and support between Board meetings. For instance, as Treasurer there are other specific duties around finance that will need attention.

We aim for diversity of gender and ethnic and social background, to appropriately reflect the principles and values of Awamu.

### **Trustee Responsibilities**

Awamu is currently a UK registered charity (Charity number 1174256).

The Trustees work collectively with the Director (Emma Scullion) and team to oversee the work of the charity, helping to set its strategic direction, setting and reviewing policies, agreeing annual plans and resource allocation and monitoring progress through reporting.

Like all charity boards, it is made up of volunteers who must set aside their personal interests, giving their time and carrying out their duties for no payment. The charity benefits from the objectivity such a board brings, as well as from the skills and experience of its members.

Following a selection process, appointments to the Board are currently approved in consultation with the existing team.

The Board's duty is to act in the interests of the charity's beneficiaries (we are accountable to the young people and women we work with). It should ensure that the charity has a clear direction and purpose.

In summary, the Board's duty is to work closely with the team to agree clear objectives, establish priorities, safeguard assets and use them effectively and exclusively to benefit those we exist to help.

Where day-to-day management and operations are delegated to other team members, the Board remains ultimately responsible for appointing and supporting the Director and for generally ensuring that the organisation is well managed and operates in accordance with its charitable objects and within the law.

### **The Role of the Board**

The Board is responsible for defining strategy and reviewing performance against this strategy.

Particular responsibilities include:

- Ensuring that the work of Awamu is conducted within the framework of its Articles of Association
- Ensuring compliance with all relevant legislation, including safeguarding, employment, company, charity and health & safety law;
- Shaping policy and strategic objectives;
- Monitoring and evaluating the performance of the organisation;
- Ensuring that the assets / finances of the organisation are properly managed and accounted for;
- Ensuring accountability to all stakeholders

### **Trustees joint responsibilities are to:**

- Decide overall policy for Awamu's work (in line with charitable objectives);
- Be satisfied that within the constraints of resources, Awamu is meeting its strategic goals ;
- Take a long-term view of how the work of Awamu should develop; always listening to our partners, their communities, and the individuals we are accountable to.
- Ensure that funding for the organisation continues and grows to meet the ambitions set out in the strategy;
- Ensure that all Trustee responsibilities to other team members are carried out.

### **Meetings**

Awamu's Board meetings are currently held four to six times a year. We had previously made a commitment to meet face to face at least twice a year and two of the meetings were half days sessions. Due to Covid we now hold all meetings via Zoom and have split these into shorter, focused meetings – thus we sometime require up to six meetings if there are urgent

matters to discuss.

Trustees will be asked to contribute to the agenda and update on owned area ahead of the Board meeting.

They receive documents in preparation for the meeting 7-10 days in advance and are expected to be familiar with the papers and any matters arising in order to be able to contribute to discussions and decisions about the agenda issues.

Minutes of the meetings are subsequently issued and include an indication of actions agreed.

### **Between meetings**

In addition to attending Board meetings, Trustees have an important role in offering advice and practical support to Awamu through the year, in various ways:

### **Subgroups**

Support specific areas of work or policy e.g. Finance and Audit, Governance Committee, Fundraising and Marketing, Volunteers or ad hoc working groups.

### **Providing expertise**

Contribute professional skills or experience to advise on complex queries or concerns from partners or team, and contribute to occasional decision-making required between Board meetings.

### **Profile raising, representation and fundraising**

All Trustees are expected to act as advocates of the charity. As a Trustee of Awamu you will be willing to use your time, energy and networks to bring in much needed funding and advocate for Awamu's work.

This may include: representing Awamu at meetings or events where you have relevant expertise and/or where the authority of a Trustee is appropriate; undertaking speaking engagements in your geographical area; encouraging your friends, colleagues, employer, special interest group, businesses, other organisations etc. to support, fundraise or partner with Awamu.

### **Collective and collaborative**

Whilst we acknowledge the legal responsibilities of our Board, we care about getting the right results. We want to be a 'light on our feet', adaptive, innovation friendly organisation. As a new member of the board you will be expected to embrace this way of working and strive to build a flat, egalitarian way of working together and find solutions as a team.

### **Expenses**

Awamu does not expect Trustees to be out of pocket in respect of work carried out for the charity, and encourages all Trustees to submit claims for reasonable expenses incurred whilst carrying out their duties. This would include the costs of travelling to meetings (usually by advance purchase of local public transport tickets) or, as we now meet by Zoom, the cost of data if necessary.

### **After completion of Trusteeship**

Departing Trustees are warmly encouraged to remain involved in our work through:

- Becoming an advisor on e.g. resources, fundraising or other specific areas
- Continuing to undertake speaking engagements for Awamu
- Staying a life-long supporter

### **Checks and conflicts of interests**

If you accept to join the board, the trustees will check that you have not been disqualified from acting as trustees, and you will be asked to confirm in writing that this is the case.

You will also be asked to consider and declare any existing or potential conflicts of interest (see Awamu Conflict of interest policy).

As we are an organisation working with Children, Trustees will also seek any appropriate checks – in the UK this would be from the Disclosure and Barring Service. In Uganda we will ask permission to run certain police checks.

### **Trustee data and GDPR**

From time to time the charity will be under a legal obligation to provide to other organisations some personal details of Trustees and, occasionally, others who have key executive roles in the Charity. For example: when registering the Charity with the Charity Commission, HM Revenue & Customs or opening and managing our bank account.

Awamu is required to hold certain informa including a certified copy of your ID - this will be shared with the Charity's professional advisors (eg: our lawyers, accountants/auditors) when they need it to provide appropriate services and advice on the charity's activities.

We will seek your permission before sharing your personal data in this way. See our GDPR Privacy and Data form for Trustees for the full Privacy Notice and information on how we use your data.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.