

## **Trustee and Honorary Treasurer**

### **Accountable to the Membership of the Association**

### **Reporting to the RA President**

### **Role Description**

#### **Background**

The Trustee Board is responsible for setting the strategic aims, objectives and direction of the Charity and to oversee the operational delivery of the Association through the Chief Executive Officer. The legal responsibility for management remains with the Trustees.

The role of Trustee and Honorary Treasurer (the Role) of the Renal Association (RA) is to provide strategic leadership in line with the RA's policy and objectives. To use knowledge, skills and experience to ensure that the RA achieves its charitable objectives and to represent the interests of all stakeholders and act as ambassadors for the charity. The Role is critical to the governance and operations of the RA. It assures all Trustees that the Associations finances and financial processes are in order. To achieve this, it is supported by:

- All Other Trustees who bear equal responsibility (some with a financial background)
- Chief Executive (CEO) for all aspects of management and delivery
- Finance Manager (FM) preparing policies and information
- External Accountants with expertise in the Charity Sector
- External Auditors who provide assurance to the RA.

#### **Appointments process**

- The Role is open to any member of the RA in good standing
- The Role is Advertised to the Membership seeking applications
- Applications are reviewed, and the Role nominated for appointment by a balanced panel in terms of gender, ethnicity, interests and other characteristics including at least two trustees and the President
- The appointment is ratified by the Trustees.

#### **Term of Office**

The Role is appointed for a term of office normally of three years (which may be extended by one additional year with the agreement of the majority of Trustees)

#### **Duties of the Role**

#### **Committees**

- Trustee of the Association and regularly attends Trustee Board meetings
- Chair the Finance and Risk Committee
- Member of the RA Council and other committees as required.

## Delegated responsibilities

### As Trustee

- Subject to the Articles, the Trustees are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association. (ref to [Articles on the RA](#))
- Safeguards and promotes the RA's good name, reputation, objectives and values
- Responsible for directing and developing the RA's Strategic Plan ensuring that its values are represented
- Supports, constructively challenges and motivates the CEO and other staff
- Evaluates performance against strategic aims
- Scrutinises board papers, leads discussions, focuses on key issues, provides advice and guidance on new initiatives
- Ensures effective governance and efficient administration of the RA and its financial stability and legal compliance within the Charity Commission's regulatory guidelines
- Has oversight of remuneration and the compensation and benefits paid to all staff
- Oversees the financial health of the charity, ensuring that the RA has sound systems of internal control and risk management and reviewing the financial and commercial impact of any new or revised activity
- Approves strategic plans, budgets, reserves policy and position and authorisation limits and ensures that the Association has the resources to achieve its aims.
- Protects and oversees the portfolio of investments of the RA and ensures that it invests its funds with due diligence
- Represents the Board at functions and events.
- Networks internally / externally to the Association, acts as an RA ambassador represents the values of the Association and upholds its reputation to win support by informing about the RA's activities and issues that affect the Charity's work.

### As Honorary Treasurer

- Responsible for the financial governance of the RA
- Supported by the CEO, oversees the development of the financial plan to deliver the RA's Strategic Plan
- Supported by the CEO and FM, assures the Trustees that appropriate systems and processes are in place for
  - financial and risk management
  - business planning
- Presents to the Trustees for approval, plans developed by the FM and approved by the CEO on matters of
  - an investment policy
  - a reserves policy
  - a risk policy
- Ensures the FM and CEO arrange for the RA's accounts and financial processes to be audited receiving the Auditor's report, ensures advice and recommendations are reported to the Trustees and acted upon by the CEO and FM
- On behalf of the Trustees, approves the standing financial instruction and scheme of financial delegation prepared by the FM and CEO.

### **As Chair of the Finance and Risk Committee**

- Supported by the FM,
  - be confident that budgets are appropriate and that exceptions are justified
  - reports to the Board by exception risks, incidents and variation to agreed budgets and processes delegating to the CEO to put in place remedial plans.

### **External Links**

Hartley Fowler – Renal Association Auditors <https://www.hartleyfowler.com/>

Evans & Partners – Renal Association Accountants <https://www.evanspartners.co.uk/>

Gov.UK The Essential Trustee: what you need to know, what you need to do (CC3)

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Charity Commission <https://charitycommission.blog.gov.uk/tag/the-essential-trustee/>