



Trustee Person Specification and Treasurer Role Description

The statutory duties of a trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the senior staff member and monitor their performance.
- To provide guidance and support to other members of staff as appropriate.

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

The Charity Commission provide detailed guidance on the roles and responsibilities of Trustees and their website [The Charity Commission - GOV.UK](http://www.charity-commission.gov.uk) is a useful source of information.

BSA Treasurer - Role Description

The Black Swimming Association [BSA] is a non-profit organisation registered in England and Wales, Charity Registration No. 1193374

Registered Office 71 – 75 Shelton Street, Covent Garden, London WC2H 9JQ

In addition to the general responsibilities described in the Board of Trustees Overview, the Treasurer is also responsible for:

1. Overseeing the financial affairs of the BSA, ensuring they are legal, constitutional and managed within accepted accounting practice
2. Ensuring proper financial recording, with proportionate financial procedures and controls
3. Monitoring and reporting on the financial health of the organisation at board meetings
4. Overseeing and coordinating the production and submission of necessary financial reports/returns, accounts and audits, including to the Charity Commission and Companies House¹.

Specifically, the Treasurer will:

1. Liaise with relevant staff, trustees and/or volunteers to ensure the financial viability of BSA
2. Make fellow trustees members aware of their financial obligations and take a lead in interpreting BSA financial data to them
3. Regularly report the financial position of the BSA at meetings of trustees (balance sheet, cash flow, fundraising performance etc.)
4. Oversee the production and adoption of an annual budget for the BSA at the start of the FY
5. Ensure proper records are kept with effective financial procedures and controls are in place:
 - a. Cheque signatories
 - b. Purchasing limits
 - c. Purchasing systems
 - d. Petty cash/float
 - e. Salary payments
 - f. Pensions
 - g. PAYE and NI payments
6. Appraise the financial viability of the BSA's plans, proposals and programmes/projects
7. Lead on appointing and liaising with auditors and/or an independent examiner.

The BSA hopes to have a finance officer to support the Treasurer. Before such an appointment, the BSA expects the Treasurer to undertake – with support from others including bookkeepers - the following financial duties:

- Undertake bookkeeping duties in a timely fashion
- Maintain any petty cash system and regularly process petty cash claims
- Regularly carry out financial reconciliations
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Person specification

¹ Currently the BSA is a charitable company limited by guarantee, and so submissions are due to both bodies
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Skill	Essential/Desirable
<i>Financial management skills including bookkeeping</i>	<i>Essential</i>
<i>Experience of managing change in an organisation and the ability to contribute constructively at a time of growth for the BSA.</i>	<i>Desirable</i>
<i>Evidence of skills in or experience of managing small to medium sized organisations in particular balancing the many demanding priorities of a fledgling but growing organisation.</i>	<i>Desirable</i>
<i>Experience of, skills in or a willingness to undertake and learn about the importance of networking and building contacts in the development of the BSA in particular in increasing awareness of the charity and its aims.</i>	<i>Desirable</i>
<i>People management</i>	<i>Desirable</i>
<i>Strategic planning</i>	<i>Desirable</i>
<i>Experience of or skills in raising funds / income generation e.g. from charitable sources, commercial funders or partners</i>	<i>Essential</i>
<i>Commitment to working as part of the team of trustees and the wider staff and volunteer team at the BSA</i>	<i>Essential</i>

Knowledge	Essential/Desirable
<i>Knowledge of issues in the areas of water safety, aquatics, swimming, education, racial inequalities, diversity and inclusion</i>	<i>Desirable</i>
<i>Knowledge of voluntary sector</i>	<i>Desirable</i>
<i>Understanding of equality, diversity and inclusion issues</i>	<i>Essential</i>

Experience	Essential/Desirable
<i>Experience of charity governance</i>	<i>Desirable</i>
<i>Experience of fundraising and/or income generation</i>	<i>Essential</i>
<i>Commitment to the BSA ethics and values</i>	<i>Essential</i>