JOB DESCRIPTION

TITLE: Treasurer Trustee

REPORTING TO: Chair of Trustees

LOCATION: Jecca's House, Chipping Campden

ROLE SUMMARY

Campden Home Nursing CIO is seeking a Treasurer Trustee to help guide our Charity's strategic direction and ensure its sustainability.

Campden Home Nursing Trustees play a vital role in making sure the Charity fulfils its charitable purposes and delivers its vision and values for the benefit of the people and communities it serves.

Trustees ensure that Campden Home Nursing has a clear strategy, and are accountable for the sustainability of the charity, financially and operationally. Trustees provide leadership, oversight, support and constructive challenge to the CEO and Management Team.

The general running of the Charity is delegated to the Senior Management Team (CEO, Nurse Manager, HR Manager and Finance and Operations Manager). Trustees do not normally become involved in operational management, but are responsible for supporting and challenging the Management Team to enable the Charity to grow and thrive.

As a Charitable Incorporated Organisation (CIO), Campden Home Nursing has its own legal personality. This means that the Charity can enter into contracts, hold assets and undertake activities in its own name. Trustees are collectively responsible for the governance of the Charity and must act in accordance with the Charity's governing document, charity law and their duties as trustees. Trustees of a CIO do not have personal financial liability for the normal debts, contracts, or obligations of the charity.

MAIN RESPONSIBILITIES

- As a member of the Finance and Risk Committee, monitor investment performance, risks, and governance. Develop, recommend and support the charity's investment strategy.

- With the Board of Trustees, provide strategic and financial oversight and support the Senior Management Team.
- Providing approvals and advice for Finance Policies, Accounts, sizeable purchase approvals and monthly salaries (amounting to approx. 1 hour per month).
- Providing advice and support to the CEO and Finance Manager.
- During the annual audit and preparation of financial statements, some additional time may be required, including planning meetings.

Board meetings are held at Jecca's House, Aston Road, Chipping Campden, and all Trustees are expected to attend, as follows:

- Approximately 4 meetings per year, during the week at around 5pm for approximately 1 hour. Trustees are expected to attend a minimum of 3 meetings per year, and at least 2 of those must be in person.
- Finance and Risk Committee meetings (1-2 per year)
- One annual Strategy Day
- Any other ad-hoc or emergency meetings called for a specific purpose.

Trustees are encouraged to attend fundraising events, PR opportunities, and other events to help promote the Charity's services and raise funds.

Trustees should recognise that the role carries an ongoing ambassadorial responsibility between meetings and is not limited to attendance at Board meetings.

PERSONAL SKILLS

- Experience with financial reporting, planning, controls and compliance.
- Charity finance experience is desirable but not compulsory.
- Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the Charity.
- Ability to think creatively and strategically, exercise good independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity, and inclusion.
- Willingness to lead according to the Charity's mission and values.
- Ability to solve conflict if necessary.
- Discretion and the ability to demonstrate total confidentiality.

Appendix- Code of Conduct

All Trustees are guided by the Charity Governance Code, which is endorsed by the Charity Commission and outlines core standards of behaviour, ethics, and board effectiveness across the following 8 principles:

1. Organisational Purpose:
    - Provide support and advice on the Charity's purpose, vision, goals, and activities.
    - Understand and act according to the Charity's governing document, The Constitution.
2. Leadership and Culture:
    - Provide effective collective leadership and strategic direction.
    - Provide support to and challenge the CEO and Management Team in the exercise of their delegated authority and affairs.
    - Contribute to creating an open, respectful and inclusive Board culture in which trustees can question, challenge and support one another constructively.
3. Ethics, Integrity and Conflicts of Interest:
    - Use independent judgment, acting legally and in good faith to promote and protect The Charity's interests, to the exclusion of their own personal and/or any third-party interests.
    - Identify, declare and appropriately manage actual, potential or perceived conflicts of interest.
    - Uphold the Charity's reputation and act as an ambassador for its values and charitable purposes.
4. Decision-making, Risk, and Control:
    - Oversee the Charity's financial plans and budgets and monitor and evaluate progress.
    - Ensure key risks are being identified, monitored, and controlled effectively.
    - Ensure that safeguarding, health and safety, legal, regulatory and reputational risks are appropriately managed.
    - Ensure that appropriate policies and procedures are in place and regularly reviewed.
5. Financial Sustainability and Stewardship:
    - Maintain oversight of the Charity's financial sustainability and long-term financial position.
    - Approve the annual budget and monitor financial performance against agreed plans.
    - Review and approve the annual accounts and relevant financial reports.
    - Ensure that appropriate arrangements are in place for financial controls, reserves and investment of Charity funds where applicable.
6. Board Effectiveness and Collective Responsibility:

- Contribute to regular reviews of the Charity's governance. Commit to regularly attend Trustee meetings and be prepared to contribute to discussions.
- Ensure that mandatory relevant Trustee training is undertaken and kept up to date.
- Accept collective responsibility for decisions made by the Board while ensuring that individual trustees exercise independent judgement.

7. Equality, Diversity, and Inclusion
    - Maintaining equal opportunities within the Board of Trustees and the Charity as a whole, and the community to enable all voices to be heard.
    - Ensuring inclusion of all Trustees, so that the Board acts as a group and not as individuals.
8. Openness, Accountability and Engagement:
    - Contribute to the broader promotion of The Charity's objectives, aims and reputation by applying your skills, expertise, knowledge, and Contacts as an ambassador.
    - Contribute to the Charity's transparency and reputation.