

Centre for ADHD & Autism Support (CAAS) is looking for a new treasurer – could it be you?

## **About CAAS**

From working in the field for 25 years, personal experience of staff, and through talking and listening to ADHD/autistic people we have an in-depth understanding of the needs of our clients and how to support them. 50% of our Trustee Board are family members of ADHD/autistic individuals. All three members of our Senior Leadership Team, and 70% of our staff team are parents/partners of ADHD/autistic individuals or neurodivergent themselves.

Our support services encompass education, benefits, parenting and care advice with signposting to other agencies if appropriate. We also offer specialised parenting courses, workshops and training.

For more details visit our website: <https://www.adhdandautism.org>

The new treasurer will join a committed Board of Trustees, working closely with the Senior Leadership Team.

## **What's involved in being a Treasurer/trustee?**

As Treasurer you will have knowledge and experience that will benefit the Board of Trustees and, ultimately, the organisation

## **How much time would you need to give as Treasurer?**

CAAS Trustees meet as a board 6 times a year (usually on a Wednesday evening from 7.30-9.30pm). Currently meetings are happening online via Zoom. They also attend the Annual General Meeting and have the opportunity to be involved in other activities such as fundraising events or staff activities such as our Christmas meal.

In addition the treasurer would be expected to have some one-on-one time with the Financial Controller and reviewing the annual accounts and budgets. We would estimate this to be an additional 10 hours commitment over the year.

## **How will a Treasurer be selected?**

CAAS recruit Trustees through the submission of a CV and covering letter followed by an interview with the Senior Leadership and Chair. Candidates will then be invited to meet the existing Board of Trustees prior to being selected for the role. On joining the organisation

new trustees can expect to be properly inducted and supported in their role by existing trustees and senior managers in the organisation. All new trustees will be subject to a basic DBS check.

## **Duties of the Treasurer**

The duties of the treasurer cover two areas: those as a trustee and those specifically designated to the treasurer function. The overall role of a Treasurer is to maintain an overview of the charities affairs, ensuring its financial viability and working with the Financial Controller to ensure that proper financial records and procedures are maintained.

## **The statutory duties of a Trustee**

Anyone who is a trustee which includes the treasurer role is bound by some core responsibilities which can be summarised as follows:

- 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 objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, 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.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

To know more about the role of a charity trustee please visit here <https://www.gov.uk/guidance/charity-trustee-whats-involved>

## **The statutory duties as a treasurer**

The treasurer works in close cooperation with, and provides support and advice to the Financial Controller. The specific responsibilities of the treasurer are to:

- Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework – we have financial procedures which are reviewed annually.
- Keep the Board informed about its financial duties and responsibilities.
- Advise the trustees and senior leadership team on the financial implications of the organisation's strategic plans and key assumptions included in operational plans and annual budgets
- Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies in place.
- Understand the accounting procedures and key internal controls to be able to assure the Board that the Charity's financial integrity is sound.
- Ensure that the accounts are properly audited, and that accepted recommendations of the auditors are implemented.
- Formally present the accounts at CAAS Annual General Meeting (AGM), drawing attention to important points, either in written report or orally.

To find out more about the roles and responsibilities of being a treasurer visit here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s12>

### **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 reach sound decisions. This will involve:

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

### **Trustee person specification**

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

### **Treasurer Person Specification**

- Financial experience and business planning skills.

- Some experience of charity finance and fundraising or a willingness to develop understanding.
- The skills to analyse proposals and examine their financial consequences.
- A preparedness to make unpopular recommendations to the board.

### **What to do if you are interested in becoming our treasurer?**

If you would like to initially talk informally about the treasurer role then please contact Rebecca Murphy, Financial Controller on [finance@adhdandautism.org](mailto:finance@adhdandautism.org).

If after speaking to our Finance Controller you are interested in being considered for the role then you can apply to join the board by sending your C.V. and a letter setting out your skills and experience relevant to the role, and saying why you are interested in joining our Board of Trustees to [autism@adhdandautism.org](mailto:autism@adhdandautism.org).

You will then be invited to an informal meeting. This meeting will enable both you and us to find out more about each other, and help both parties determine whether they are keen to continue with the process. Following a positive outcome to this meeting, you will then be invited to a Board of Trustees meeting, to meet the rest of the Board and they will vote on your joining.

The closing date for applications is November 6<sup>th</sup>. The vacancy will be closed before this date should sufficient quality applications have been received.