

## Trustee Role Description

**Role Title:** Honorary Treasurer/Chair of Finance and Operations Committee  
**Accountable to:** DCA Trustee Board

Dorset Community Action's (DCA's) mission is to bring people together to develop community based solutions that deliver better services for the benefit of Dorset's communities. We find innovative ways to solve complex community/social problems by:

- Developing neighbourhood solutions through practical community projects
- training and skills development;
- third sector development and research.

At a time of considerable funding challenges for the Voluntary, Community, and Social Enterprise (VCSE) sector, this voluntary role of Treasurer/Chair of Finance and Operations Committee (F&OC) will need to be able to support DCA with both overseeing the organisation's finances, and also contribute to the delivery of the Strategic Plan that will help ensure DCA's long term sustainability.

### Overall Purpose of Role

- Support the Senior Management Team (SMT) and Trustees with the strategic financial planning of the organisation to ensure our ongoing financial viability.
- Support the Finance Manager with overseeing the financial affairs of the organisation and ensure they are conducted within legal requirements, accounting conventions and good practice.
- Ensure that the charity has satisfactory systems for holding in trust for beneficiaries; funding, properties and other assets, and ensure that funding is invested to the maximum benefit of the charity, within the constraints of the law and other policies set by the board
- Ensure that the charity's financial dealings are systematically accounted for, audited and publicly available.

### Main Duties

- Chair the Finance & Operations Committee (F&OC), which meets monthly.
- Ensure the F&OC and Board fulfils its financial responsibilities.
- Keep Board members informed about the organisation's finances by verbal report, at quarterly Board meetings.
- Meet with the Finance Manager every quarter or as needed to maintain a clear picture of the financial health of the organisation and to ensure that proper systems for budgeting and financial controls are in place.
- Meet annually with the Finance Manager to discuss the outcome of the annual audit and the appointment of auditors or independent examiner.
- Provide a financial report to DCA members at the AGM.

### Time commitment required:

- Attendance at quarterly Board meetings which are held in Wimborne
- Attendance at Finance & Operations Committee (FOC) meetings, which are held online
- Quarterly meetings with Finance Manager

### Person specification

Essential	Desirable
<ul style="list-style-type: none"><li>• A strong understanding of financial accounting and reporting procedures</li><li>• Ability to communicate financial information to those who may have little or no financial background.</li><li>• Experience in financial planning, which may include investment and business financing experience.</li><li>• A range of experience that may include business, public sector and VCSE, e.g. achieved by a business person having volunteered for VCSE organisations;</li><li>• Experience of board membership.</li></ul>	<ul style="list-style-type: none"><li>• Understanding of charity sector governance and financial practices;</li><li>• General VCSE sector knowledge and its challenges;</li><li>• Interest in some or all of DCA's strategic aims: affordable housing, health &amp; social care, low Carbon, community led economic development, employment and enterprise, VCSE sector and community infrastructure.</li></ul>