



VOLUNTEER ROLE DESCRIPTION TRUSTEE TREASURER

Our volunteer trustees are responsible for the strategic direction of the charity which operates and manages the Rococo Garden. Trustees are collectively accountable for the proper management and administration of the charity to ensure it fulfils its objectives - namely caring for and restoring the 18th century garden in our care and educating the public about it.

Working with fellow Board members, staff and volunteers from across the organisation, this is an ideal role for an effective and clear-thinking team player who has a background in financial management, enjoys working at a strategic level and has a passion for our Garden.

WHAT IS THE TRUSTEE ROLE?

- To work with fellow trustees to shape and monitor the charity's strategic direction and uphold the charity's values;
- To prepare for and participate fully in Board meetings and to ensure the proper management and administration of the charity;
- To act reasonably in decision making and leadership of the organisation;
- Use any specific skills, knowledge or experience you have to help the Board reach sound decisions by leading discussions, focusing on key issues and providing advice and guidance on new initiatives;
- Promote the work of the charity externally;
- Participate in sub-committees;
- Manage risks with a considered, proportionate and balanced approach;
- Support the charity's staff team;

You can familiarise yourself with the statutory duties of a trustee according to current HM Government guidance:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

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WHAT IS THE TREASURER ROLE?

- Oversee the financial affairs of the charity to ensure it is in good financial health;
- Ensure the charity is operating in a legally compliant and constitutional manner, within accepted accounting practice and Charity Commission guidelines;
- Ensure proper records are kept and that effective financial procedures and controls are in place, including the updating of and adherence to financial policies;
- Present financial management reports for the Board and explain the financial position of the charity;
- Advise the Board on their financial responsibilities;
- Liaise with professional advisors including an independent examiner;
- Oversee the preparation and scrutiny of the annual accounts;
- Oversee the production of an annual budget;
- Support the staff team with advice on strategic and practical financial matters;
- Chair the Board's finance sub-committee;
- Act as a signatory to the charity's bank account and authorise payroll and other significant expenditure.

WHAT'S IN IT FOR YOU?

You will be one of a Board of trustees of Painswick Rococo Garden Trust. You will enjoy top-level business management, enabling the staff team to effectively operate and manage the Garden to deliver its objectives.

WHAT'S INVOLVED?

At present the Board meets 10-12 times a year. Trustees are appointed for a three-year term. The Board is supported by a number of sub-committees with specific responsibility for certain areas of the operation, for example finance, remuneration and health & safety. Service is on a voluntary basis with legitimate expenses paid. Time commitment will vary by role.

STAFF CONTACT

Dominic Hamilton, Garden Director

BOARD CONTACTS

David Hardie, Chair

Frances Gristock, trustee & Finance Committee member

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PLEASE NOTE

This role is voluntary and this arrangement is not meant to be a legally binding one, nor an employment contract.

Dominic Hamilton & Frances Gristock
25 October 2023