

Board of Trustees Roles and Responsibilities

The Board of Trustees is ultimately responsible for the overall conduct of WALL and will conduct its business to ensure that WALL is:

- financially viable;
- properly governed; and
- properly managed.

The Board of Trustees will monitor the performance of all the organisation's functions and will decide the level of resources to meet its financial and other obligations.

Principal Responsibilities of Good Governance

- As charity Trustees we embrace the Seven Principles of public life ('The Nolan Principles'), which provide an ethical framework for the personal behavior of governors, namely:
- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and

restrict information only when the wider public interest clearly demands it.

- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example

Treasurer

The Treasurer has a major role to play in the oversight of the finances of the organisation and ensuring the financial integrity and viability of WALL.

The Treasurer will need to work in partnership with the CEO and Finance Manager to ensure that the Board of Trustees receives appropriate and timely information to allow them to carry out their financial responsibilities.

Ensure that there is regular scrutiny of the financial position of WALL:

- Ensure that an annual budget is set which is realistic and in line with the strategy of WALL.
- Receive quarterly management accounts and ensure that appropriate action is taken to deal with issues arising.
- Ensure that the annual accounts are presented in a timely manner to the Board.
- Meet with the auditors and recommend to the Board the (re)appointment of the auditors.
- Ensure that the accounts are prepared in line with the accounting procedures relevant and that returns are submitted in a timely manner e.g. Charity Commission.

Ensure the financial viability of WALL:

- Ensure that the organisation has sufficient monies to carry out its business in the short-term, is financially viable over the long-term and is not insolvent.
- Be involved in raising funds where appropriate.
- Ensure that any investments made are sound and in line with the organisation's legal status and that all assets are managed in the best interests of the organisation and its beneficiaries.

Ensure that the systems are appropriate to the needs of WALL:

- Ensure that there are adequate financial controls and procedures in place and that these are regularly reviewed with a view to minimising risk.
- Ensure that the management letter from the auditors is acted on.

Ensure that risk is managed:

- Work closely with the CEO and Finance Manager to maintain an up-to-date knowledge of the organisation's financial position and issues likely to affect the financial position of WALL.
- Ensure that regular organisation risk assessments are undertaken, acted upon and monitored by the Board.
- Report to the Board in a timely manner any issues of concern about the present or future finances of WALL
- Ensure that the Board receives appropriate financial information that they can understand and act on.

Qualities and skills required:

- Financial qualifications and experience.
- Some experience of finance in the voluntary sector.
- Ability to analyse information and make recommendations based on that information.
- Ability to communicate financial information to Trustees who may have little or no financial background.
- Willingness to make unpopular recommendations to the Board.
- Willingness to be available to staff to provide advice and answer enquiries on an ad hoc basis.

Time commitment required:

In addition to the time commitment expected of Trustees, the Treasurer will be expected to give time to:

- Finance Committee meetings on a quarterly basis: 3 hours per quarter.
- Regular conversations with the staff about financial matters: 2 hours per month.
- Other meetings as required e.g. Auditors, funders, bank.