



## Honorary Treasurer (approved 13-3-14)

### *Primary Objectives*

The Honorary Treasurer's prime responsibilities shall be:

- 9.2.1 To provide a lead in the stewardship of the financial assets of the Charity;
- 9.2.2 To provide advice and information to the Trustees on their financial responsibilities;
- 9.2.3 To act as the link between the Trustees and the Secretariat on financial matters;
- 9.2.4 To keep under review the effectiveness of internal controls including compliance, financial and operational controls.
- 9.2.5 'To act as the approval point on behalf of Trustees for those financial items that require formal approval under the principles of good governance'.
- 9.2.6 Company director of NI Enterprises Ltd and member of Audit Committee.

### *Specific duties:*

- 9.3 The Honorary Treasurer shall:-
  - 9.3.1 Ensure that the appropriate financial policy framework is in place to guide the Charity's financial decision making. In particular financial policies on reserves, investments, cash deposits, credit facilities, risk, financial systems and control;
  - 9.3.2 Have an understanding of the key assumptions in the management's financial plans, annual budget, management accounts and annual financial statement;
  - 9.3.3 Advise the Trustees on major financial issues which arise and are outside of the agreed delegations of management's authority;
  - 9.3.4 Meet with the external auditor at least once a year without the Executive Secretary, when necessary, to discuss the nature and scope of the audit and any matters the auditor may wish to discuss;
  - 9.3.5 Ensure that a sound system of control is maintained to protect the Charity's assets;
  - 9.3.6 Provide support and advice to the Executive Secretary;
  - 9.3.7 Present the annual financial statement to the Trustees and AGM each year;
  - 9.3.8 Approve expenditure in line with the delegated powers policy in place at the time.
  - 9.3.9 Chair the Finance and Business Planning Committee.

### *Specific requirement:*

- 9.4 The Honorary Treasurer must have suitable financial experience.

### **All committee chairs shall:**

- Provide leadership and direction to the committee and, in particular, facilitate the setting of objectives in the context of NI's vision, mission and strategic direction;
- Enable committee discussions, ensuring that (as far as possible) all members have the opportunity to contribute and that discussion remains focussed.
- Ensure that decisions reached represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view;
- Ensure that the work of the committee is consistent with its agreed remit and that issues of interest to other committees (or to the wider organisation) are appropriately referred;
- Ensure decisions taken by the committee are clear and that responsibility for taking forward action points is properly allocated; *contd...*



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- Support, advise and mentor (with the support of NI staff) new committee members;
- Advise the NI staff on the content of meeting agendas;
- Monitor the implementation of agreements and action points from previous meetings;
- Develop a positive and professional relationship with members of all NI committees, NI officers and NI staff through good communication and interpersonal skills;
- Exercise good, independent judgement;
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship;
- Work effectively as a member of a team;
- Exercise impartiality, fairness and the ability to respect confidences.
- Take an active role in encouraging new membership of the committee.