Volunteer Role Profile

<table>
<thead>
<tr>
<th>Role:</th>
<th>Honorary Treasurer</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Chair of the Board of Trustees</td>
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<tr>
<td>Responsibilities for people:</td>
<td>None</td>
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<tr>
<td>Term:</td>
<td>3-9 years. Trustees are elected for a 3 year term and can stand for a further two 3 year terms (9 years total).</td>
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<tr>
<td>Time Commitment:</td>
<td>Approximately 11-14 days per year. See more details below.</td>
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Contacts for further information

Chair of the Board of Trustees: [Chris Miles](mailto:Chris.Miles@bsbi.org)
Honorary General Secretary: [Steve Gater](mailto:Steve.Gater@bsbi.org)
Chief Executive: [Julia Hanmer](mailto:Julia.Hanmer@bsbi.org)
Finance Manager: [Julie Etherington](mailto:Julie.Etherington@bsbi.org)

Background

The Botanical Society of Britain and Ireland (BSBI) works to advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland. Through our science and data, training and outreach, events and communications, we work towards a world where wild plants thrive and are valued. We welcome and support everyone interested in wild plants, from beginner botanists and non-specialists to renowned experts in the field. We have a growing membership, currently over 4000. BSBI is constituted both as a company limited by guarantee (registered in England & Wales) and as a charity (registered in England & Wales and in Scotland).

We are looking for an Honorary Treasurer (HT), to help the the Board of Trustees discharge its responsibilities by overseeing the Society’s financial performance, resources and assets and ensuring financial sustainability in its [Strategic plans](https://www.bsbi.org.uk/strategic-plans). The role works closely with the Chair of the Board of Trustees and the Finance Manager, as well as members of the Finance Committee.

We are seeking someone numerate, with financial knowledge and experience and ideally with some experience of charity finance. Further training and support can be provided in the role. Most of all we need someone with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.
BSBI aims to be transparent and inclusive in the way we recruit and support our trustees and honorary officers. We welcome and value diversity and recognise that difference brings a wide range of perspectives that is valuable to our work.

The Role - Responsibilities and Tasks

The overall role of the Honorary Treasurer (HT) is to play a key role in helping the Board of Trustees to discharge its responsibilities by overseeing the Society’s financial performance, its resources and assets. The HT advises on minimising risks; ensuring that robust financial policies, systems, controls and budgets are all in place. As a trustee, the HT also contributes towards decisions to develop our charity and our work, in line with our [Strategy](#) and policy.

The role is mainly a support / advisory position as the day-to-day tasks are carried out by the Finance Manager & other staff members.

In addition to the overview above & the general responsibilities of a trustee (see below), duties of the HT include:

- **Membership of BSBI’s Finance Committee.**
- **Overseeing, approving and presenting budgets, reforecasts, quarterly management accounts and Annual Report and Accounts.**
- **Considering the adequacy of BSBI’s financial resources to meet its present and future needs and advising on the financial implications of the organisation’s strategic plans and ensuring it can operate in a financially sustainable manner.**
- **Ensuring that BSBI has an appropriate and up to date Reserves Policy.**
- **Work with BSBI’s Investment managers who handle BSBI’s diversified portfolio to ensure that BSBI has an appropriate Investment Policy and that, through working to this and the charity’s Ethical Policy, its investment portfolio is aligned with the aims and objects of the charity.**
- **Led by the Finance Manager and in liaison with the Finance Committee, ensure that the Annual Report and Accounts audited and are prepared in accordance with Society’s Articles, the Companies Act 2006, the Charity SORP (Financial Reporting Standard 102 (FRS 102)) and applicable law and accounting practice.**
- **Maintain a good relationship with BSBI’s Auditors and be available to meet with them, eg. at the annual audit planning stage.**
- **Ensuring that financial controls and other recommendations set out in the Audit Findings Report and at other times are implemented and maintained.**
- **Staying abreast of financial & best practice such Charity Commission guidance, company law requirements and keeping the Board of Trustees informed about how best to discharge its financial duties and responsibilities.**
- **Contributing to and advising on financial aspects of the Income Diversification strategy.**
- **Formulating & making a formal presentation of the Annual Report and Accounts at the Annual General Meeting (AGM) and drawing attention to important points in easily understood language.**
- **Is an ex officio member of all Standing and Country Committees**

**In addition, as a BSBI Trustee (along with all the trustees), responsibilities will be to:**

- **Ensure that BSBI pursues its stated objects (purposes), as defined in its governing document (Articles of Association), by developing and agreeing a long-term strategy**

October 2023
• Ensure that BSBI complies with its governing document, charity law, company law and any other relevant legislation or regulations
• Ensure that BSBI applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
• Ensure that BSBI defines its goals and evaluates performance against agreed targets
• Safeguard the good name and values of BSBI
• Ensure the effective and efficient administration of BSBI, including having appropriate policies and procedures in place
• Ensure the financial stability of BSBI
• Protect and manage BSBI’s assets and ensure the proper investment of the charity’s funds (with Guidance from the Finance Committee, Finance Manager and Investment Advisors)
• Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive
• Trustees need to follow guidance produced by the charity regulators (Charity Commission in England and Wales, OSCR in Scotland, Charities Regulator in Ireland).
• Trustees must comply with BSBI’s related parties’ policy and declare any potential conflicts of interest on an annual basis and in relation to agenda items, at the start of each meeting.

**Person specification**

For the HT we are particularly looking for someone with:

- Financial knowledge and experience
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the Board of Trustees
- A willingness to be available to the FM; to be a sounding board for important financial matters, to participate in the system of good financial controls through routine payment & other authorisations and approvals & to be available to the FM other staff for advice / enquiries on an ad hoc basis
- Desirable: Some experience of charity finance and fundraising

Charity Trustees are the people who share ultimate responsibility for the governance a charity and directing how it is managed and run. All BSBI Trustees need to offer, or be willing to learn about the following:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Most of all we need trustees with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.

October 2023
Benefits
Becoming Honorary Treasurer of BSBI is an opportunity to help shape and contribute to our work towards a world where wild plants thrive and are valued. Your motivation is important to us and we aim to identify how we can support you to gain valuable skills and experience, as well as asking for your time and input. Training is also available. As HT you will use your current skills, knowledge and experience and develop new ones in areas such as in charity governance, financial management, strategy, decision-making and facilitating discussion.

Time Commitment
We estimate the time commitment for this role needs as approximately 11-14 days per year, as follows:

- Operational responsibilities – around 6 days per year, delivered flexibly.
- Board of Trustees & Finance Committee meetings – around 4 days per year – online or in London (with hybrid options).
- AGM – preparation and attendance annually, online – 0.5 day
- Optional - The HT may also attend BSBI Standing and Country Committee meetings and Board of Trustee working groups, depending on their availability and interests. These meetings are generally held online. Approx 2 days per year, or more, depending on availability.

How to apply
BSBI trustees need to be a member of the organisation or to join as a member, before being elected as a trustee by members at the Annual General Meeting. The Honorary Treasurer needs to be appointed by the Board of Trustees from amongst the trustees.

Current BSBI Members
If you are interested in the Honorary Treasurer role or wish to be nominated as a potential BSBI Trustee please get in touch with Chris Miles, the Chair of the Board of Trustees or Steve Gater, Hon. General Secretary. They would like to invite you to talk over the role and your potential candidature with one or two fellow Trustees. This offers an opportunity to explain what the current needs of the Board of Trustees are and for you to share how you may be able to strengthen governance as a Trustee.

To be formally nominated as a trustee, please complete a Trustee declaration form to confirm your eligibility and acceptance of responsibilities ahead of any election, and send this to Steve Gater with a brief statement (max 200 words) about why you want to stand and what you can offer, so members can see this when they vote. Applications need to be received by 12 noon, Monday 16th October for election by members at the 16th November 2023 Annual General meeting. We would encourage you to apply by 16th October, but we also interested in considering longer term candidates, who can be coopted to the Board between AGM meetings. So, if you are interested, please do get in touch.

Interested but not yet a member of BSBI?
Please apply to for the role of Honorary Treasurer and trustee by sending your CV and a covering letter to recruitment@bsbi.org, outlining why you want to take on these roles and what you can bring to them. Your application will be reviewed by the Chair and depending on our vacancies, we may invite you for an informal interview to discuss the role further and what you can bring to it. We are looking for candidates on a rolling basis, so please apply as soon as you can.

October 2023