

The Heritage Crafts Association

Trustee Role Description: Treasurer

The Heritage Crafts Association (HCA) is the only organisation that exists to safeguard and promote traditional craft skills in the UK. We are looking for a Treasurer to join our passionate board.

About the Heritage Crafts Association

Founded in 2009 by a small group of craftspeople concerned that traditional craft skills were at risk of dying out, the HCA is the advocacy body for traditional heritage crafts. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and work towards a healthy and sustainable framework for the future. Our charitable remit (Registered Charity No. 1159208) is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

We are a small organisation with one administrator and ten trustees. You don't need to be a craftspeople to join us - our trustees are a mixture of practising craftspeople and those with an interest in supporting heritage crafts. We are looking for a Treasurer who has the strategic vision to enable us to grow as an organisation and to help us to deliver projects which meet our strategic aims, such as running craft projects in schools and establishing a heritage crafts trainee scheme.

Statutory duties of a Trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the organisation employs staff, to appoint the chief executive officer and monitor his/her performance

Other duties of a Trustee

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

Additional duties of the Treasurer

In addition to the responsibilities common to all HCA Trustees, the Treasurer will have specific responsibility for:

- Preparing financial reports for each Trustee meeting
- Preparing the annual accounts and filing the signed accounts with the Charity Commission
- Preparing and reviewing budgets
- Leading financial discussions of the Trustees
- Reviewing all financial information in funding proposals
- Contributing to reports to funders
- Having oversight of all financial records (electronic and paper-based)
- Reviewing the HCA's CAF bank accounts (setting up users, checking statements, transferring funds from Paypal, and monthly reconciliation)
- Authorising expenses claims and invoices for payment
- Having oversight of the monthly payroll for HCA staff
- Reviewing and submitting Gift Aid claims to HRMC

Person specification: General

- Be eligible to act as a charity Trustee (see page 4)
- A commitment to the aims and strategy of the HCA
- A willingness to devote the necessary time and effort
- A willingness to commit to 3 years with the HCA
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak his/her mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team
- Basic IT skills (email, word processing)

Person specification: Treasurer

In addition, the Treasurer should:

- be a qualified accountant or be qualified by experience
- have experience of financial management
- have a willingness to provide challenge and ensure compliance and strong governance.

Experience of small but growing organisations is desirable.

Commitment

Five Trustee meetings per year (meetings are held in central London, on Saturdays usually 11.30–16.00) and one Annual General Meeting, with additional input up to a maximum of one half day per fortnight.

Other information

Expenses: Yes, in accordance with the HCA Expenses Policy and following provision of receipts
Health and Safety Policy: Yes
Insurance Cover: Yes: Public liability
Training: Yes: Trustee induction and ongoing training

Recruitment method

Informal discussion, interviews, references and a trial meeting.

Contact for informal discussion

Patricia Lovett, Chair
patricia@heritagecrafts.org.uk

To apply

Send a CV and a short covering letter outlining your motivation for applying for the post and your relevant skills and experience to Sally Morgan, HCA Administrator at info@heritagecrafts.org.uk.

Closing date

We are looking for an ideal candidate to fill the post as soon as possible.

Trustee eligibility

Section 72 of the Charities Act 1993 disqualifies people to act as Trustees who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of organisation trustee or trustee for a organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

