

FROZEN LIGHT

Trustee of Frozen Light – Treasurer

Frozen Light is seeking Trustees who are passionate about making the arts more accessible to people with Profound and Multiple Learning Disabilities (PMLD). We are looking for people who will be excellent advocates of Frozen Light but also of our audience and their needs. You don't necessarily need board experience but need to show a willingness to learn about our work and a passion for theatre. We are looking for enthusiastic and active board members who feel truly invested in Frozen Light.

We are looking for someone with accountancy/finance experience who can act as a treasurer on the Frozen Light board.

The duties of a trustee are as follows:

- Ensure we pursue our stated objects as defined in the governing document, by developing and agreeing a long-term strategy
- Ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations
- Ensure we apply our resources in pursuit of the charitable objects for the benefit of the public
- Ensure we define appropriate goals for the charity and evaluate our performance of them against agreed targets
- Safeguard the good name and values of Frozen Light
- Ensure the effective and efficient administration of Frozen Light, including having appropriate policies and procedures in place
- Ensure the financial stability of the organization
- Willingness to be a passionate and enthusiastic advocate of Frozen Light

In addition to the above 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 leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, or other issues the trustee has special experience and passions.

Person specification

Essential

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision

FROZEN LIGHT

- Good, independent judgement
- An ability to think creatively
- A willingness to speak their 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

Desirable

- Experience of the charitable sector
- Knowledge or experience of the arts

Treasurer specific -

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Overseeing budgets, accounts, bookkeeping system, and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

FROZEN LIGHT

Essential

- Financial qualifications and experience
- The skills to analyse proposals and examine their financial consequences
- A willingness to be available to staff for advice and enquiries on an ad hoc basis

Desirable

- Some experience of charity finance, fundraising and NEST pension scheme