

**Reg Charity No: 521362**



**The Lancashire Association of Boys & Girls Clubs**

are actively seeking an

**HONORARY TREASURER**

We are looking for someone who has an excellent understanding of financial management, accounting and book keeping frameworks and able to support, advise and guide the Trustees, Finance Officer and County Director in financial matters and who has an interest in the welfare and personal social development of disadvantaged young people.

**WHO WE ARE**

LABGC is a vibrant youth charity operating across the palatine of Lancashire since 1934.

We support a diverse network of over 100 member boys & girls clubs, youth and community organisation, boxing clubs and other activity clubs who provide positive activities on a weekly basis with over 10,000 children and young people.

Our direct delivery programme provides opportunities for countywide engagement of young people including competitive opportunities that progress into National events and competitions.

Our aim is to offer services that fully reflects our commitment to supporting our member clubs and compliments their work with disadvantaged young people.

**THE ROLE OF A TREASURER**

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work is delegated to the Finance Officer and County Director.

The Treasurer acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

**DUTIES OF HONORARY TREASURER**

The duties of the honorary treasurer cover two areas: those as trustee and those specifically designated to the honorary treasurer.

**DUTIES AS A TRUSTEE ARE TO:**

* Ensure that the organisation complies with its governing documents, charity and company law, and other relevant legislation or regulations.
* Ensure that the organisation pursues its objects as defined in its governing document.
* Ensure that the organisation applies its resources exclusively in pursuance of its objects.
* Give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
* Safeguard the good name and ethos of the organisation.
* Ensure the effective and efficient administration of the organisation.
* Appoint the chief executive officer and monitor his/her performance.
* Where appropriate, serve on sub-committees of the board e.g. investment, audit.

**DUTIES AS HONORARY TREASURER**

The honorary treasurer works in close cooperation with, and provides support and advice to, the Finance Officer and County Director. Specific responsibilities of the honorary treasurer are to:

* Guide and advise the board of trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
* Keep the board informed about its financial duties and responsibilities.
* Advise the trustees (and the management) on the financial implications of the organisation’s strategic plans and key assumptions included in management’s operational plan and annual budget, especially those which are outside the agreed boundaries of management authority.
* Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies.
* Understand the accounting procedures and key internal controls to be able to assure the board that the charity’s financial integrity is sound.
* Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the audit committee, if appropriate.
* Meet the external auditor independently from the finance officer, at least once a year.
* Formally present the accounts at the annual general meeting, drawing attention to important points, either in a written report or orally.
* Monitor the organisation’s investment activity and ensure its investment policy is consistent with the organisation’s policies, aims, objectives and legal responsibilities.

**BOARD OF DIRECTORS MEETING FORMAT**

* LABGC board of Trustees meet 6 times per year, (every 2 months) in addition to an AGM, which is usually held Autumn/Winter.
* Meetings take place at the Lancaster Head Office and occasionally online or at other venues.
* Meetings usually last around 1.5 hrs.
* Time required to fulfil the role of treasurer = approx. 3 hrs per month

**INTERESTED**

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