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**TRUSTEE ROLE INFORMATION – Treasurer**

**The Organisation**

The Martin James Foundation (MJF) is a global network of organisations working in alternative care for children. We believe that children should grow up in families, not in orphanages, and we are working to deliver, empower and influence work to make this a reality. The Foundation includes independent fostering agencies in Australia, Canada, Japan and New Zealand (Key Assets), support to foster carers in the UK (FosterTalk), and projects that contribute to the global efforts in deinstitutionalisation. Full information about the Foundation’s activities can be found on the [Martin James Foundation](https://martinjames.foundation/) website.

**The Role of the Martin James Foundation Board**

The Board of Trustees has strategic oversight of the charity, ensuring that ambitious strategic goals are set and worked towards effectively. The Board of Trustees works in collaboration with the Executive team to make decisions on key issues, offering support and challenge on a range of matters. The Board of Trustees acts as a point of escalation for internal and external stakeholders, for example any complaints or grievances, in line with agreed processes. The Board of Trustees also has legal oversight of the charity, including responsibility for ensuring that statutory and reporting requirements to the Charity Commission are met.

**Board Statement of Values and Decision Making**

Board Members embrace the entrepreneurial ethos of the Martin James Foundation and the vision of its Founder. The Board is open to taking innovative approaches to delivering the Foundation’s work and commits to working collaboratively and effectively, as a collective decision-making body, to ensure the success of the charity. In doing so, board members commit to upholding the [seven principles of public life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**The Role of the Martin James Foundation Treasurer**

All Martin James Foundation Trustees contribute to the effective governance of the Foundation, through supporting the Board to make objective, long-term decisions on key issues in order to advance the charity’s mission and goals. Typically, such key issues will include: strategy, goal-setting, programme or project design, relationships with key stakeholders (e.g. government), public relations, finance, safeguarding, or any other legal matters. The Treasurer will have specific focus on interpreting financial information for the other Trustees to support decision making. The Treasurer will also be responsible for ensuring that proper processes and procedures are employed to ensure resources are controlled and utilised in line with governance, legal and regulatory requirements.

Key Responsibilities

1. Financial

• To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts

• To ensure that all accounts are prepared and disclosed in the form required by the Charity Commission and any external funders

• To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;

• To oversee the appointment of auditors and review on a regular basis

• To work in close partnership with the Head of Finance in executing their responsibilities and achieving their goals

• To ensure that the Charity operates within its reserves policy

1. Governance

• To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all relevant legislation

• To ensure that all financial policies and procedures are reviewed on a regular basis

• To ensure that the Board’s scheme of delegation is reviewed on a regular basis

• To act as Chair of the Finance and Governance sub-committee of the Board

1. Strategic

• To assist and advise in the formation of the Charity’s new strategy with particular focus on ensuring that the Charity has the resources to deliver the strategy.

**Trustee Responsibilities**

All trustees are asked to meet the following responsibilities:

* To adhere to the Board Statement of Values and Decision-Making Principles and support the charity’s ethos, vision and mission
* To fulfil responsibilities outlined in the Martin James Foundation Trustee Code of Conduct
* To ensure that the Foundation focuses on achieving its social mission
* To comply with all applicable terms of reference and laws
* To act in the charity’s best interests
* To manage the charity’s resources responsibly
* To ensure that the charity and its leadership are accountable
* To make sufficient time available to exercise their duties
* To follow up promptly on all actions and requests
* To offer support and challenge to the Executive team
* To support and challenge on the charity’s approach to risk management, safeguarding and data protection
* To use appropriate channels for communication and data sharing
* To promote and support the Foundation externally

**Treasurer Skills and Experience**

* Experience of accountancy and knowledge of charity finance, regulation and policy
* Experience of the charity sector and/or other relevant sectors
* Understanding of the reporting requirements of the Charity Commission
* Ability to contribute to analysis and decision-making
* Sound, independent judgement and ability to think creatively and take an entrepreneurial approach to finding solutions
* Excellent interpersonal and relationship skills

**Commitment and Conduct**

The average time commitment is six days per year (approximately 1.5 days per quarter), encompassing the following activities:

* Attendance at four quarterly Board meetings including review of all relevant papers and policies in advance of meetings. Meetings are held at the Foundation’s head office in Birmingham but can be attended remotely. Papers for these meetings are circulated one week in advance. Meetings will focus on new projects, annual report and accounts, and other strategic decisions.
* Occasional exceptional Board meetings may be convened as required and are often held by video call. Additional Board Committees are under consideration to which new Trustees would be invited to join in accordance with relevant skill sets.
* Meetings with executive leadership team members in relation to specific policies and projects, linking to relevant skills and specialisms brought by Trustees.

The Martin James Foundation strives to enable a diverse range of participation and contributions to the Board, and we welcome applications from all ages and backgrounds. People with lived experience of alternative care, and from people outside of the UK are encouraged to apply. All Board positions are voluntary, but reasonable expenses will be reimbursed, and any training costs will be fully covered.

New Trustees will be provided with a structured induction and ongoing training and one-to-one support as appropriate.

As part of the appointment process, all Board members are required to adhere to the Martin James Foundation Code of Conduct and complete the Declaration of Eligibility and Interest form. The content of the Declaration of Interest form may require you to withdraw from specific discussions where you, a partner or close relative stands to gain or where you are so close to a matter being discussed that it will be difficult for you to be impartial.