



## Trustee and Treasurer: Role Description

Amma Birth Companions is a registered Scottish charity that supports birthing people experiencing significant adversity on their journey to parenthood. Our aim is to create a supportive space where all birthing people feel seen, informed, and empowered in all aspects of their birth experience.

We are currently seeking a volunteer Treasurer to join our Board of Trustees. This role requires a commitment of approximately 4-6 hours per month. The outgoing Treasurer will provide an extensive handover for the role.

Amma Birth Companions is funded by a range of funders and grant providers, including the Scottish Government and National Lottery, and is on course to record £500,000+ of income this year.

### Main duties and responsibilities of the Trustee:

- Ensuring that the organisation applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are)
- Contributing 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
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and to ensure the proper investment of the charity's funds

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 advice and guidance on new initiatives or on other issues in which the trustee has special expertise.

### Additional duties of the Treasurer

The overall role of the Treasurer is to maintain an overview of the organisation's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

- Overseeing, approving and presenting budgets, monthly management accounts and financial statements
- Managing year-end & independent expert review process
- Ensuring 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/committee



- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately recorded, maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g., OSCR
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to any important points in a coherent and easily understandable way

**Person Specification - Treasurer:**

<b>General</b>	<b>Role Specific</b>
Commitment to the organisation	Some experience of charity finance, fundraising and pension schemes
Willingness to devote the necessary time and effort	The skills to analyse proposals and examine their likely financial consequences for the organisation
An ability to think strategically	A preparedness to make unpopular recommendations to the Board
An ability to exercise sound, independent judgement	A willingness to be available to staff for advice and enquiries on an ad hoc basis
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	
An ability to demonstrate the following qualities: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	

To apply, please email our Chief Executive, Maree Aldam at [maree@ammabirthcompanions.org](mailto:maree@ammabirthcompanions.org)