



## Volunteer Role Description

### About get2getherlocally CIC

Get2getherlocally CIC is the umbrella brand for various community activities, principally Hilary's Hut, a free over 45's social meet up group to combat loneliness in the community. The aim of G2GL is to provide information and opportunities to combat loneliness by providing activities to 'get together locally' and make friendships for positive mental and physical health. A key value of G2GL is that all activities are provided free of charge (or at a subsidised rate or donation if able) as loneliness is not be profited from. It is also important that all community members have an opportunity hear about and ability to come to Hilary's Hut without discrimination.

Role Title	<b>DIRECTOR - TREASURER (Ref: G2GLDT)</b>
Location	Remote
Time Agreed	Attend a quarterly Director / Management Committee Meetings (2-3hrs per meeting)  4-8hrs per month administration at own convenience.  *Where possible, attend the Volunteer Team Meetings of Hilary's Hut (2-3hrs per meeting) every 4 months.
Purpose	Maintain an overview of the organisation's financial affairs, ensuring it is viable, sustainable and that proper financial records and procedures are maintained and deadlines are met so no penalties are incurred.
Tasks to include	The key role of the Treasurer is: Operationally - Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place. <ul style="list-style-type: none"> <li>• To keep a book of accounts and record all income and expenditure.</li> <li>• To give and obtain receipts for all income and expenses.</li> <li>• To lodge all monies, from raffles to café donations, in the bank</li> <li>• To report state of finances at all meetings and to invite questions.</li> <li>• To prepare the annual statement of accounts for approval by the committee first and then for submission to the Annual General Meeting</li> <li>• To set up and act as a co-signature on the bank account</li> </ul> Strategically <ul style="list-style-type: none"> <li>• Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board.</li> <li>• Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monitoring and advising on the financial viability of the CIC.</li> <li>• Advising on the financial implications of the strategic plan.</li> <li>• Lead on the appointment of and liaison with external auditors.</li> <li>• Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or Companies House/HMRC.</li> <li>• Keeping the board informed about its financial duties and responsibilities and liaising with the Directors to develop the financial understanding of the Board.</li> <li>• To be loyal to the committee - respect confidentiality</li> </ul>
<b>Who we are looking for</b>	<ul style="list-style-type: none"> <li>• A finance professional. A knowledge of charity finance is an advantage or an enthusiasm to learn.</li> <li>• A strategic thinker with an ability to balance risk and opportunity.</li> <li>• Clear communicator with the ability to bring the financial information alive to non-finance specialists.</li> <li>• Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors/accountants.</li> </ul> <p>In addition to the above, the Treasurer will also have the responsibilities and qualities of all Directors as below.</p>
<b>Attributes and qualities</b>	<p>We are looking for someone willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.</p>
<b>Personal skills and qualities</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to understand and accept their responsibilities and liabilities as a Director and to act in the best interests of the organisation.</li> <li>• Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.</li> <li>• Effective communication skills and willingness to participate actively in discussion.</li> <li>• A strong personal commitment to equity, diversity and inclusion.</li> <li>• Enthusiasm for our vision and mission.</li> <li>• Willingness to lead according to our values.</li> <li>• Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> </ul>
<b>Responsibilities of all Directors</b>	<ul style="list-style-type: none"> <li>• Support and provide advice on G2GL’s purpose, vision, goals, and activities.</li> <li>• Approve operational strategies, policies, and monitor and evaluate their implementation.</li> <li>• Oversee G2GL’s financial plans and budgets and monitor and evaluate progress.</li> <li>• Ensure the effective and efficient administration of the organisation.</li> <li>• Ensure that key risks are being identified, monitored, and</li> </ul>



	<p>controlled effectively.</p> <ul style="list-style-type: none"><li>● Review and approve the financial statements.</li><li>● Keep abreast of changes in charity sector’s operating environment.</li><li>● Contribute to regular reviews of G2GL’s own governance.</li><li>● Attend Board meetings and be adequately prepared to contribute to discussions.</li><li>● Use independent judgment, acting legally and in good faith to promote and protect G2GL’s interests, to the exclusion of their own personal and/or any third-party interests.</li><li>● Contribute to the broader promotion of objectives, aims and reputation by applying your skills, expertise, knowledge, and contacts.</li></ul>
<p>If you would like to be considered for the role:</p>	<p>Treasurer would be a Director Level position within get2getherlocally CIC. Please submit a CV if you are interested. You would be invited to come and meet the Team at a Hilary’s Hut as the first step. The next step would be a meeting with the Directors and if successful a DBS Check prior to appointment and registration with Companies House.</p>

For more information on this role please visit [www.get2getherlocally.org](http://www.get2getherlocally.org), email [info@get2getherlocally.org](mailto:info@get2getherlocally.org) or call Nichola Cornes on 07980 204628.

We are a fun and friendly team 😊 Come and join us!