APF Treasurer Trustee Role Description and Person Specification

Role Description

As trustees we are the people that have oversight and overall responsibility of the charity. We are not involved in running the charity on a day-to-day basis as we have a talented staff and volunteer team to do this. Our board of trustees collectively make decisions about the approach the charity will take and its future direction. We make sure that, as an organisation, we have the policies and procedures we need to show we're complying with our legal obligations. We provide support, ideas and constructive challenge to our staff team to test our thinking and help the charity to achieve the best it can for our services uses and demonstrate the difference that we make.

You can read a summary of the duties that trustees have here.

We can have upto 12 trustees. Prof. Gisli Jenkins is APF’s President.

Skills and experience

- Significant financial experience (may be a qualified accountant) with demonstrable commercial awareness and knowledge or an experienced charity treasurer who has provided strategic financial leadership to a board of trustees (>£3M+ t/o)
- Knowledge of charity SORP and impending changes
- Proven ability to communicate and explain complex financial information to a non-financial audience
- Demonstrable knowledge and experience of charity fundraising and finance practices, including developing financial policies, risk management and investment strategies

Meetings and time commitment

- We hold trustee meetings every quarter on a Saturday morning (10.00-13.00) via Zoom. When we can meet in person they are held at our offices in Peterborough at Stuart House, St Johns Street, Peterborough PE1 5DD.
- The agenda and papers are typically emailed to each trustee a week before to give you plenty of time to read them.
- Once a year we spend a whole day together to think about our future plans and to provide training to trustees as a group.
• We have a Finance and Risk sub-committee which meets quarterly, a few weeks ahead of each board meeting. They are mid-week and mutually agreed.
• Being a trustee is a voluntary role but the charity will pay for out-of-pocket expenses eg. for travel to trustee meetings or childcare costs so you can attend meetings.
• APF trustees are re-elected every 3 years, but you’ll have a chance to review things annually with the Chair. If you have pulmonary fibrosis, support for you to perform well will reviewed every 6 months with the Chair.

Person specification

Each trustee needs to:

• Be committed to the charity’s overall mission and to achieving the purpose that we were set up for
• Give the time and commitment that’s needed to carry out their role well
• Act with integrity and honesty
• Think carefully about where we are going as a charity and how we can deliver our purposes effectively in the short and long term
• Think for themselves and contribute to decisions that - trustees as a group - can show are good for the charity
• Be willing to be creative and to think beyond how we do things today
• Be willing to speak their mind in a way that is polite and respects others that have different ideas and opinions
• Work well together as a team with the rest of the trustees and our staff team, including when we have different views on how to do things
• Recognise that being a trustee is an important leadership role that has specific responsibilities and legal duties, and take time to understand these
• Understand that as a trustee you can be liable for a loss to the charity if you don’t act properly or abuse the role you have within the charity.

APF is an equal opportunity employer.

Diversity

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from candidates of any race, age, gender, sex, gender identity, sexual orientation, disability, religion or belief, or marital or civil partnership status.