

Trustee

Our Trustees play a vital role in making sure that Girlguiding North East England achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Girlguiding North East England has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Girlguiding North East England to grow and thrive, and through this, achieve our mission.

Board Members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Girlguiding North East England's purpose, vision, goals and activities
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Girlguiding North East England's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Review and approve Girlguiding North East England's financial statements.
- Provide support and challenge to Girlguiding North East England's Region Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Girlguiding North East England's operating environment.
- Contribute to regular reviews of Girlguiding North East England's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Girlguiding North East England's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Girlguiding North East England's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise.

Who we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their duties and responsibilities as Trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a Board Member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equality, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of office

Trustees are appointed for a 3-year term of office, renewal for maximum of up to 2 further years to a maximum of 5 years (this can be adjusted if required to ensure that not all Trustee members are ending their terms at the same time)

This is a voluntary position, but reasonable expenses are reimbursed

Committee membership

Occasional support of operational working groups and/or support to the executive team as needed.

Treasurer role

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Girlguiding North East England's financial affairs, ensuring that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- 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.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Region Manager or designated staff member.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensuring investments and assets are held in accordance with agreed policies.
- Work with the Region Manager or designated staff member to appoint the Independent Examiner.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Work with the Region Manager or designated staff member to ensure that annual accounts are prepared in accordance with the Charity SORP.
- Keeping the board informed about its financial responsibilities and liaising with the Region Manager or designated staff member to develop the financial understanding of the Board of Trustees.

What we are looking for

- A finance professional who would likely hold the ACA, ACCA or CIMA qualification.

- A knowledge of charity finance and reporting is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting and setting budgets.

In addition to the above, the Treasurer will also have the responsibilities and qualities of all Trustees.

Minimum Time Commitment

- Attending 4 Board meetings per year
- Attending and chairing 4 Finance Committee meetings per year
- Attending annual strategy meetings/training sessions as required

All usually held in the evening or at weekends.

Application Process

If you are interested in this role, and believe you have the skills to support Girlguiding North East England, please send a letter of application to recruitment@girlguidingnortheast.org.uk. You should include information about yourself and how your experience and qualifications meet the requirements of the role of Treasurer. It doesn't have to be a long application, but it does need to include enough detail to convince our Trustees you are the right person for the role.

The closing date for applications is: **Monday 27 July** after which Trustees will contact you as soon as possible. We aim to have made the appointment by the end of August 2026.