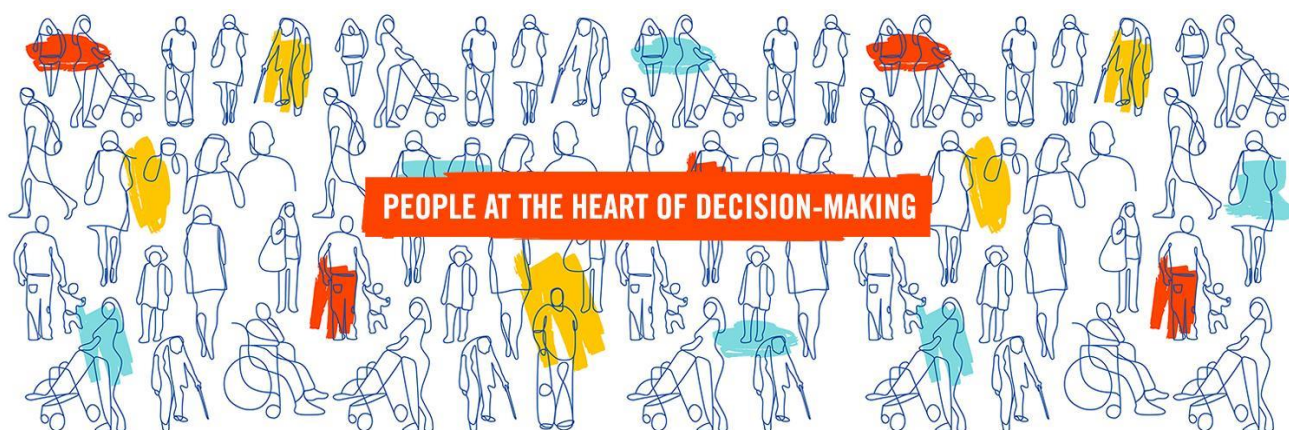




TREASURER

Role Description



Practical details

DEADLINE:

Midday Monday 19th December 2022

APPOINTMENT LENGTH:

Three year terms, with a maximum of two consecutive terms

TIME COMMITMENT:

Approximately five to ten days-a-year

REMUNERATION:

This is an unpaid position, although travel expenses are available

01. INTRODUCTION

We're looking for a new Treasurer to help us achieve our vision of a more vibrant democracy, with people at the heart of decision-making.

We are committed to equal opportunities and we want our board to benefit from the advantages that diversity brings, including different skills, life experiences and backgrounds.

With that in mind, in this round of trustee recruitment we particularly welcome applications from people:

- From ethnic minorities;
- With a conservative worldview; and/or,
- From Northern Ireland, Scotland and Wales.

If you care about democracy and involving people in the decisions that affect their lives, then this could be the role for you!

02. WHO WE ARE

We're the UK's public participation charity. We work towards creating a more vibrant democracy, with people at the heart of decision-making.

Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

We believe that decision-making in the UK needs to be more:

- **Open** – so that people can understand, influence and hold decision-makers to account for the actions and inactions of their governments;
- **Participatory** – so that people have the freedom, support and opportunity to shape their communities and influence the decisions that affect their lives; and,
- **Deliberative** – so that people can exchange and acknowledge different perspectives, understand conflict and find common ground, and build a shared vision for society.

We were founded in 2003 to “create a new focus for thinking and action on the links between new forms of public participation and existing democratic institutions”. We've been promoting and practising participatory and deliberative decision-making ever since.

We have worked with governments, parliaments, civil society organisations, academics and the public across the UK and internationally to put people at the heart of decision-making.

Involve is a company limited by guarantee (05669443) and a registered charity in England and Wales (1130568), and Scotland (SC047314). See our Charity Commission listing: <http://apps.charitycommission.gov.uk/...>

We work across the UK and have offices in London, Edinburgh and Belfast.

Find out more about us: www.involve.org.uk/about

03. WHAT WE DO

Our mission is to develop, support and campaign for new ways of involving people in the decisions that affect their lives.

We need to make important choices as a society, but our democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless. We demonstrate how things can be different.

Our work is focused in three areas:

- **Advocacy and communications** – Making the case for participation and deliberation as core and expected parts of democracy, and ensuring that people in positions of power and influence understand and support their use;
- **Capacity building and standards** – Building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support good participatory and deliberative practice; and,
- **Innovation and practice** – Encouraging frequent use of participatory and deliberative processes, and ensuring continuous learning and innovation to improve democracy.

Our projects have included:

- **Climate Assembly UK** – the largest UK wide citizens' assembly to date, commissioned by the UK Parliament to give recommendations on reaching net-zero;
- **Citizens' Assembly of Scotland** – the first citizens' assembly in Scotland, commissioned by the Scottish Government to give recommendations on the future of Scotland;
- **The Democracy Network** – aims to build and strengthen the democracy sector in the UK, to support collaboration and build our collective power and influence.

Find out more about our work: www.involve.org.uk/our-work/

Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;
- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** – because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement; and,
- **Quality** – because effective participation requires time, attention and commitment.

04. THE ROLE

Trustees play a vital role at Involve as we pursue our vision of a vibrant democracy, with people at the heart of decision making.

Decisions made by the board set the direction of our charitable activities and have a major influence on the success of our work to embed public participation so that citizens are able to take and influence the decisions that affect their lives.

The trustees are collectively responsible for the overall governance and strategic direction of Involve, and for developing the organisation's aims, objectives and goals in accordance with governing documents and legal and regulatory guidelines.

05. ROLE SPECIFICATION

Trustees have the following responsibilities:

- To ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations;
- To set the strategic direction of Involve;
- To provide advice, guidance and support to the staff team;
- To represent the organisation externally;
- To safeguard the good name and values of Involve;
- To ensure the effective and efficient administration of Involve;
- To ensure the financial stability and sustainability of Involve; and
- To appoint the Chief Executive Officer and monitor their performance.

Additional responsibilities of the Treasurer:

- Work with the Director of Finance & Support Services to oversee our financial position and ensure our business model supports our vision and strategy.
- Monitor the financial standing of the charity. Advise on the financial implications of the charity's strategic plans, and oversee the charity's financial risk-management process.
- Chair the Board's Finance & Risk Subcommittee and report findings/developments back to the Board of trustees.
- Board level liaison with external auditors. Guide and advise fellow trustees on the annual report and audited accounts, explain technicalities of accounts in plain language which is fully understood by the trustees.
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Work with the Director of Finance & Support Services on the development of financial reserves, cost management, and investment policies.
- Act as a counter-signatory for Involve's bank accounts.

06. PERSON SPECIFICATION

Essential

We expect all trustees to demonstrate the following criteria:

- A commitment to Involve and to our vision, mission and values;
- Good, independent judgement and preparedness to make unpopular recommendations to the rest of the board of trustees;
- An open approach and commitment to [the 7 principles of public life](#);
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship; and,
- Willingness to devote the necessary time and effort and be available to staff for advice and enquiries on an ad hoc basis.

Additional essential criteria for the Treasurer:

- Accountancy qualification and experience,
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.

Desirable

We welcome applications from those who have some, but not all of the desirable criteria:

- Fresh perspectives;
- Knowledge of governance and politics in Northern Ireland, Scotland or Wales;
- Networks with conservative politicians, think tanks and/or thinkers;
- Understanding of participatory and deliberative democracy;
- Understanding of small charities.

Additional desirable criteria for the Treasurer:

- Experience of the charity sector, including charity financial management
- Commercial experience
- Business development and fundraising, particularly for a growing small organisation.

Previous board experience is **not** required. We will provide support and training to help you transfer your knowledge, skills and experience to the role.

07. TERMS OF APPOINTMENT

Appointment length

Trustees will serve a three-year term and can be re-appointed for one additional term.

Time commitment

The role requires approximately five to ten days-a-year, including:

- Attending 6 board meetings a year (3 hours);
- Attendance at an annual away day;
- Participation in board sub-committees, as required;
- Reading board papers and other preparation for meetings;
- Other ad hoc support, as required.

This is an unpaid position, although travel expenses are available.

08. HOW TO APPLY

To apply, please send a short statement and CV addressing the person specification to jobs@involve.org.uk by midday on Monday 19th December 2022.

We intend to interview prospective candidates in January 2023.

For further information, or to discuss the role, please contact Ed Cox, Chair of the trustees, on ed.cox@involve.org.uk