

Trustee of Streetwise Opera (Treasurer)

The duties of a trustee are as follows.

- Ensuring that Streetwise Opera pursues its stated objects ('To advance the Education of the Public in the Arts, in particular, but not exclusively in the art of opera, and the Relief of need of homeless people'), by developing and agreeing a long-term strategy;
- Ensuring that Streetwise Opera complies with its memorandum and articles of association, charity law, company law and any other relevant legislation or regulations;
- Ensuring that Streetwise Opera applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public;
- Ensuring that Streetwise Opera defines its goals and evaluates performance against agreed targets;
- Safeguarding the good name and values of Streetwise Opera;
- Ensuring the effective and efficient administration of Streetwise Opera, including having appropriate policies and procedures in place;
- Ensuring the financial stability of Streetwise Opera;
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds;
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executives;
- Share skills and provide information, knowledge, contacts, funds, other support as broadly as possible, in order to support the full range of Streetwise Opera's activities.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements;
- Ensuring that the financial resources of Streetwise Opera meet its present and future needs;
- Ensuring that the charity has an appropriate reserves policy;
- Reviewing and presenting financial reports to the board;
- Ensuring that appropriate accounting procedures and controls are in place;

- Reviewing bank reconciliations, payroll and other accounting records as appropriate on a regular basis;
- Authorising major items of expenditure;
- Liaising with any paid staff and volunteers about financial matters;
- Advising on the financial implications of Streetwise Opera's strategic plans;
- Ensuring that the charity has an appropriate investment policy;
- Monitoring Streetwise Opera's investment activity and ensuring it is consistent with Streetwise Opera's policies, legal responsibilities, aims and objectives;
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies;
- If external scrutiny of accounts is required, ensuring that the accounts are properly audited and any recommendations are implemented;
- Advising on the appointment of auditors, if applicable, review their performance and report to the Board;
- Liaising with auditors, tax advisers and payroll providers on behalf of the Board;
- Keeping the board informed about its financial duties and responsibilities;
- Contributing to the fundraising strategy of Streetwise Opera;
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way;
- Sitting on appraisal, recruitment and disciplinary panels as required.

In addition to the above 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 other issues in which the trustee has special expertise; and/or attending subcommittees.

Person specification

- A commitment to Streetwise Opera
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively

- A willingness to speak their 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- The ability to communicate financial information to non-finance specialists
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis