

The Morrab Library Treasurer

All Members of the Morrab Board of Trustees:

- Commit to the core vision of the Library to inspire members of the community through its unique facilities, resources and programmes;
- Contribute their skills and expertise to the Board's collective decision making;
- Positively promote the Library, and act as advocates for the organisation;
- Support the Library's income generation initiatives, including fundraising;
- Accept the legal duties and responsibilities of trusteeship and the obligations of good governance;
- Devote the necessary time to the role.

The role of the Honorary Treasurer is to ensure, jointly with the Board of Trustees, the other Officers and the Librarian and Bookkeeper, that appropriate financial systems and controls are in place, and that financial record-keeping and accounts are complete and accurate. In particular, the Hon. Treasurer shall:

- provide financial advice to the Board of Trustees;
- oversee the Library's bank accounts and maintain appropriate internal systems and controls for book-keeping and financial transactions;
- provide detailed reports to the Finance Subcommittee (FSC) on a quarterly basis, including the management accounts, and the FSC will then provide advice and recommendations to the Officers and the Board of Trustees. In the intervening months, the Treasurer will oversee the reconciliation of the financial systems and produce a receipts and payments report. A summary of the position, highlighting any particular issues that have arisen since the last quarterly report, will be presented to the Officers and the Board of Trustees;
- develop a budget for each financial year for consideration by the FSC and recommendation to the Board of Trustees;
- advise the Officers and Board of Trustees on investment and cash management;
- set up and oversee any arrangements authorised by the Chair and Board of Trustees for payroll;
- prepare annual accounts for the Library's designated Examiner and for presentation at the Annual General Meeting;
- present these annual accounts in a report to the Annual General Meeting for its approval;
- maintain a Finance Manual approved by the Board of Trustees and associated procedures. This document shall list the internal controls put in place to ensure that assets and finances are properly managed and safeguarded.

The current – professionally qualified – Treasurer is stepping down on leaving the district and accepting other responsibilities. In the light of experience, the estimated time commitment is around 2 days a month with some modest extra input needed to oversee the production of the accounts in January-February – and also to set the budget and assist the Board to agree a pay award in December-February.

The Finance Committee (FSC) meets quarterly in advance of Board meetings. A number of Sub Committees have been established to carry the work of the Board forward. The Treasurer is not expected to attend meetings of these committees but may be asked for advice on occasion.

If you are interested in joining us, **or if you know someone who might be**, we should be delighted to hear. Please send a short CV (no more than two pages) together with a covering letter of application outlining what you can contribute and why you wish to serve as a Trustee.

Responses should be sent by email to secretary@morrablibrary.org.uk as soon as possible. If you would like an informal discussion with one of the Trustees before expressing an interest please write to the same email address with a brief summary of your relevant experience.