



# Application Information Pack

Treasurer

Girlguiding Anglia Executive Committee

Volunteer Role

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## New Challenge: Treasurer Required

Would you like to do something truly amazing and be part of the future of Girlguiding - The leading charity for girls and young women in the UK.

Girlguiding empowers nearly half a million girls to be their best and face the challenges of growing up today. We have been doing this through adventure, friendships and fun for over 100 years.

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

Girlguiding's mission is simple: whoever they are, wherever they are from, girls, young women can do amazing things, and we give them the chance.

We want all girls across the UK to have the space and opportunities they need to thrive, grow and give back to their communities.

Our values are our shared commitment to be:

- Caring
- Challenging
- Empowering
- Fun
- Inclusive
- Inspiring

More than 400,000 girls already meet regularly as:

- Rainbows
- Brownies
- Guides
- The Senior Section

Together they learn skills, grow in confidence, make lifelong friendships, help their communities and have lots of fun.

With Girlguiding girls have the best experiences

They go to their first ever sleepover, canoe on rivers, learn about body confidence, lead their own camp, or simply have fun and try new things with girls their age.

Girls take what they do in guiding with them as they grow up. They develop the skills and confidence that they need to reach their potential - as students, colleagues, parents, friends and citizens - and become the young women that they want to be.



## Introduction to Girlguiding Anglia

Girlguiding Anglia is one of the nine Countries and Regions of Girlguiding. We enable girls and young women to develop their potential and to make a real difference to the world. In 1970, Girlguiding Anglia was established as the administrative region of (The Guide Association Anglia Region) and we own a residential centre, Hautbois Activity Centre, which has been in operation since 1988.

Thanks to the ongoing dedication and support of thousands of volunteers, we are active in twelve Anglia guiding counties and provide positive opportunities for girls aged 5-26, within:

- Rainbows
- Brownies
- Guides
- The Senior Section.

We offer girls and young women a safe space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.



We are now seeking to recruit our new Treasurer, who will bring board level expertise and sound commercial and financial acumen to the role, combined with a strong empathy with our mission to give girls and young women a chance to do amazing things.

Working with the Chair of the Finance Committee and Finance Manager, as a qualified accountant or experienced Chief Finance Officer that has knowledge of charity finance, investments and fundraising.

You will have demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives. Skills and an ability to analyse proposals and examine their financial consequences, combined with a proven track record of making sound judgements and effective decision making.

It will certainly be challenging, stimulating and rewarding work and we are sure that a high performing individual who has the drive, determination, skills / expertise to succeed will enjoy the challenge of helping to support our organisation in its development and to guide the board on financial matters

If you are interested in finding our more about this opportunity please contact Julia Haig, Chief Executive Officer on 01603 737357 or e-mail: [juliah@girlguiding-anglia.org.uk](mailto:juliah@girlguiding-anglia.org.uk)

## About the Girlguiding Anglia Executive Committee

Girlguiding Anglia is a volunteer-led organisation, with employees working in partnership with our 72,200 volunteer members.

The lead volunteer for the Region is the Chief Commissioner, who is appointed by Girlguiding's Chief Guide. She works with the Trustees and Chief Executive Officer (CEO) to agree the strategic direction for the Region.

The body of Trustees is known as Anglia Executive Committee, and is made up of volunteers from within the Region, including Commissioners, Advisers, Adult Leaders (grassroots) and members of The Senior Section.

There are a number of sub-committees of the Executive Committee that enable the strategic direction to be implemented and taken forward; these include:

- Finance
- Human Resources
- Property
- Marketing Retail and Communications
- Hautbois Activity Centre
- Programme Group
- County Commissioner Forum.

The Anglia Executive Committee is made up of 13 voting members (who are the Trustees of the charity):

- Chief Commissioner for Anglia Region
- Deputy Chief Commissioner for Anglia Region (if appointed)
- Region Treasurer
- Chair of Region Finance Committee
- Three Anglia Region Advisers
- Three Anglia Region County Commissioners
- Two Grassroots Leaders from Anglia Region
- One member of Anglia Region Senior Section aged over 18.

There are also the following non-voting members:

- Up to two Assistant Chief Commissioner(s) for Anglia Region (if appointed)
- Chief Executive Officer (CEO)
- Minute Secretary (as appointed by the CEO).

## About the Girlguiding Anglia Executive Committee

### Primary Functions

The primary responsibilities of Anglia Executive Committee shall include, but not be limited to, the following:

- a) To provide leadership and be responsible for the strategic direction and ultimate delivery of guiding in Anglia Region
- b) To foster the growth and spirit of The Guide Association, uphold and apply its values and the principles of equality and diversity within Anglia Region, and refer all matters concerning policy to the Association Executive Committee
- c) To ensure all relevant information to and from Anglia Region and the Association Executive Committee is effectively communicated
- d) To manage the finances of Anglia Region (see Finance Functions)
- e) To manage Anglia Region effectively by setting and approving policies, plans and budgets to achieve its objectives, and monitoring performance against them
- f) To ensure that Anglia Region complies with all relevant legislation, regulations and requirements of the The Charity Commission and The Guide Association
- g) To appoint the CEO
- h) To set and maintain a framework of delegation and internal control
- i) To regularly review the risks to which Anglia Region is subject, and agree or ratify all policies and decisions on matters which might create significant risk to Anglia Region, financial or otherwise.

The Constitution for the Anglia Executive Committee is available on the Girlguiding Anglia website in the 'General Guiding' section of the Download area:

<http://www.girlguiding-anglia.org.uk/downloads.asp>

## About the Girlguiding Anglia Executive Committee

### Finance Functions

The finance responsibilities of Anglia Executive Committee shall include, but not be limited to, the following:

- a) To appoint, on the recommendation of the Chief Commissioner, a Region Treasurer to serve until the expiration of a term determined by Anglia Executive Committee or until the expiration of the Chief Commissioner's term of office (whichever is the earlier). On the expiration of each term of appointment it may be renewed by Anglia Executive Committee on the recommendation of the Chief Commissioner
- b) To manage the finances of Anglia Region in such a way as to ensure solvency and financial strength, and to ensure that proper accounts are kept and audited once a year in accordance with the requirements of the Charities Act
- c) To act prudently to protect the assets, investments and property of Anglia Region, and ensure that they are used to deliver its objectives
- d) To procure the preparation of the Annual Statement of Financial Activities and Charity Trustees Report in accordance with the relevant provisions of the Charities Act. In readiness for this, the Region Treasurer will prepare the Annual Statement of Financial Activities and Report and present them to Anglia Executive Committee for approval following the end of each financial year
- e) To open bank or building society accounts in the name of Anglia Region from time to time as considered expedient. Cheques and other banking instructions must be authorised as determined from time to time by Anglia Executive Committee and recorded in the minutes.



## The Responsibilities of Trustees

The Trustees provide leadership to Girlguiding Anglia and are responsible for making sure the charity complies with legislative and regulative requirements (i.e. Charities Act 2011) is doing what the charity was set up to do under its Constitution.

Girlguiding Anglia staff and volunteers complete Anglia Region's operations, under the leadership of the CEO and Trustees who are collectively responsible for matters of policy, strategic management and finance.

The Trustees are elected for a period of three years and have overall legal responsibility for the direction, management and control of Girlguiding Anglia, they are collectively accountable for the charity's compliance with relevant legislative and regulatory requirements. The Trustee position therefore carries legal duties and responsibilities, and all Trustees must act responsibly and in the interests of the charity at all times, regardless of any other roles they may hold.

Trustees must make decisions collectively. They all have the opportunity to contribute to discussions, however once a decision has been made, each Trustee undertakes to give the decision their support. All matters discussed in closed sessions are regarded as strictly confidential.

Being a Trustee is a voluntary role, undertaken by members who have a commitment to furthering the purposes of Girlguiding Anglia and the skills, experience and qualities needed. All new Trustees will be offered an induction, training and support to become familiar with their duties and responsibilities and reasonable expenses will be covered.

To serve as a Trustee, members must be over the age of 18 and not disqualified due to bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order for removal/disqualification as a Trustee or company director. It is a criminal offence to act as a Trustee while disqualified.

For more information about becoming a Trustee, and what is involved please visit the Charity Commission website:

[www.charitycommission.gov.uk/Trustees-staff-and-volunteers/Trustee-role/becoming-a-Trustee/](http://www.charitycommission.gov.uk/Trustees-staff-and-volunteers/Trustee-role/becoming-a-Trustee/)



## Treasurer Job Description

**If you feel you possess the skills to be a Trustee and a Treasurer, we would love to hear from you!**

Note: The overall role of a Treasurer is to maintain an overview of the organisation's affairs, advising on its financial viability and ensure that proper financial records and procedures are maintained. For Girlguiding Anglia, the role will be working in partnership with the Finance Manager and Chair of the Finance Committee to achieve this.

In addition to the general responsibilities of a Trustee, duties of the Treasurer include the following:

- Overseeing the financial affairs of the organisation to ensure they are legal, constitutional and within in accepted accounting practice
- Overseeing the preparation and presentation of budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Providing assurance to the Trustee body that the charity has an appropriate investments and reserves policy
- Overseeing the preparation and presentation of financial reports to the board
- Undertaking ad hoc checks ensure that effective, appropriate accounting procedures and controls are in place
- Liaising with paid staff and committee members to ensure financial viability of the organisation
- Appraising the financial implications of the organisation's strategic plans
- Providing assurance to the Trustees that the charity has an appropriate investment policy
- Providing assurance that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and providing assurance that it is consistent with the organisation's policies and legal responsibilities
- To procure the preparation of the Annual Statement of Financial Activities and Charity Trustees Report in accordance with the relevant provisions of the Charities Acts. In readiness for this the Region Treasurer will work with the Finance Manager prepare the Annual Statement of Financial Activities and Report and present them to Anglia Executive Committee for approval follow the end of year financial year.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Monitor and report on the financial health of the organisation, keeping the Trustee body informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts to the membership of Girlguiding Anglia drawing attention to important points in a coherent and easily understandable way
- Contributing to appraisal, recruitment and disciplinary panels as required
- Leading on the appointment and liaison with auditors/an independent examiner

## Treasurer Person Specification

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
- 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
- Knowledge of and a commitment to Girlguiding Anglia
- A willingness to devote the necessary time and energy to progress Girlguiding Anglia's core purpose and strategic vision
- An ability to provide sound, independent judgement and make recommendations for action
- An ability to think creatively, question, support and challenge appropriately
- Act as a critical friend with integrity and objectivity
- The ability to assimilate information quickly, analyse and interpret complex information
- An ability to share your views in an appropriate manner
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An ability to work effectively as a member of the Executive committee team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition to the above statutory 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.

## How to apply

You will need to nominate yourself for consideration, so please fill in the application form at the back of this booklet (pg15) and write a personal statement of no more than 750 words about what you can offer the Anglia Executive Committee.

If you would like to complete your application on line, the application forms are available to download as Word documents from the Girlguiding Anglia website: <http://www.girlguiding-anglia.org.uk> .

## The Process

### Stage One

Once the CEO has received your application, they will contact you to hold an informal conversation by phone. Following the initial conversation, if both agree to take forward your application, then it will be taken to the next stage.

### Stage Two

The CEO will coordinate a meeting with a small group of Trustees (including the Chief Commissioner). They will discuss your application with you and your ability to enhance the present skill base. After the meeting, either the CEO or Chief Commissioner will contact you to discuss the outcome of meeting.

### Stage Three

A formal agreement will be approved by the Executive Committee.

## Schedule of Trustee Meetings

The Executive Committee normally holds four meetings per year, one of which is usually a weekend residential event held at Hautbois Activity Centre, Norfolk. The other meetings are normally held at a central location in East Anglia.

Trustees may be asked to attend further meetings over the year, including additional Executive Committee Meetings or conferences, as a way of meeting members of the Region Team. Wherever possible plenty of notice will be given of any additional meetings Trustees will be invited to attend.

A bespoke Trustee Training programme will be given to all those beginning in their Trustee roles and this will be arranged in partnership with the CEO to suit the needs of the individual. Trustees will also be offered an opportunity to attend the annual National Council of Voluntary Organisations (NCVO) conference to support them develop their understanding of the changes taking place across the charity sector.

All reasonable expenses, including travel costs will be covered by Girlguiding Anglia and can be claimed back following attendance at a meeting.



## Anglia Executive Committee - Treasurer Application Form

Title & full name:	
Girlguiding Membership No:	

Telephone numbers (indicate which is best to contact you on and when):	Home:
	Mobile:
	Work:
E-mail address:	
Current roles in guiding:	

<p><b>Please tick the following:</b> I am applying for the role of:</p> <p><input type="checkbox"/> Girlguiding Anglia Treasurer</p>
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### Personal Statement

- Please provide a personal statement detailing what you feel you could contribute as Treasurer
- Please refer to the role description information when describing the skills, you would bring / contribute to the committee.
- Your statement should be no more than 750 words in total and should cover:
  - the skills you possess, using the Trustee Person Specification as a guideline
  - your guiding experience and how this will assist you as a trustee
  - other experiences outside of guiding (professional or voluntary) and how these would help you to fulfil your role as a trustee.

Personal Statement (no more than 750 words):

## Anglia Executive Committee - Treasurer Application Form

Please complete the checklist below, and sign and date this form.

If you are completing the form electronically, please type your name in the signature box

The deadline for all applications is open.

All completed applications must be marked as confidential and returned by e-mail or post to:

Julia Haig  
Chief Executive Officer  
Girlguiding Anglia Office  
7 Great Hautbois Road  
Coltishall  
Norwich, NR12 7JN

Email: [trustee.elections@girlguiding-anglia.org.uk](mailto:trustee.elections@girlguiding-anglia.org.uk)

If you have any questions please contact Julia Haig, Chief Executive Officer on 01603 737357 or via the above email address

### Checklist & declaration

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- I understand I am applying to the Anglia Executive Committee as Treasurer and as a Trustee.
- I have read the application pack and I meet the essential skills and qualities of a Treasurer and a Trustee, as I have demonstrated in my personal statement.
- I am aware that my personal information will not be shared.
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<b>Signature:</b>	
<b>Date:</b>	

Thank you for putting forward your application for the Anglia Executive Committee.