Steamship Shieldhall – Volunteer Role Profile

Role Title **Chairman of the Board of Trustees**

Appointed by

Board of Trustees of the Steamship Shieldhall Charity (CIO) after being duly elected or otherwise nominated as a Trustee in accordance with the provisions of the Constitution.

Role Summary

The Chairman's primary role is to ensure that the Board of Trustees is effective in setting and delivering the organisation's direction and strategy, that the charity's funds, people and reputation are used sensibly and are protected from undue risk. He/she is the executive responsible for overall management of the Charity and the public face of the CIO. The Chair will also provide mentorship and support to colleagues on the Board and the Chief Operating Officer (COO) of the CIO.

Reports to

The Board of Trustees and to the Annual General Meeting of Members of the CIO.

Responsible for

Leadership of the organisation and the workings of the Board of Trustees

Key Responsibilities/Deliverables

Complies with the Trustee role profile requirements and complies with their key responsibilities.

Leads the Board of Trustees (Board), providing strategic direction and day to day guidance to ensure that it fulfils its purpose.

Chairs the Annual General Meeting (AGM) of the charity, meetings of the Board and any strategic sub committees. To include the development of structured agendas, effective participation of all Committee members, time management of meetings, minuting of decisions and assignment of actions.

Spokesperson for CIO when interfacing with media interests, responsible for public statements regarding the CIO and SS Shieldhall in the event of a crisis.

Represents the CIO in the community and with strategic partners.

Leads on the Organisation vision, goals and strategic planning process.

Ensures appropriate and effective composition of the Board through an understanding and balancing of the skills and contribution of its members and develops succession plans for the organisation.

Develops policies and procedures to ensure safe and prudent management of resources.

Steamship Shieldhall – Volunteer Role Profile

Support and mentor the COO of the CIO to enable delivery of the agreed objectives and financial outcomes required to sustain the organisation.

Financial Dimensions

Overall responsibility for the sound financial management of the CIO.

Personal Qualities

Possesses the skill set and knowledge required to lead a small to medium size charity.

Displays a willingness to engage at a time of change

Demonstrates tact, diplomacy and powers of persuasion

Runs effective and productive meetings

Supports the continuing development and delivery of the objectives of the Charity

Good communication skills.

Steamship Shieldhall – Volunteer Role Profile

Role Title **Honorary Treasurer**

Appointed by

Board of Trustees of the Steamship Shieldhall Charity (CIO) after being duly elected or otherwise nominated as a Trustee in accordance with the provisions of the Constitution.

Role Summary

Treasurer's primary role is bookkeeper and finance manager, ensuring the charity's funds are used sensibly and are protected from undue risk**.**

Reports to

The CIO Board.

Key Responsibilities/Deliverables

Complies with the Trustee role profile requirements and complies with their key responsibilities.

The Treasurer will:

- Oversee the financial affairs of the CIO, its subsidiaries and lottery income.
- Ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Liaise with relevant trustees and volunteers to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at a board meeting early in the financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place i.e. Cheque signatories, purchasing limits, purchasing systems.

Financial Dimensions

Provide assurance there is sound financial management of CIO, Solent Steam packet Ltd, Shieldhall Trading and lottery income.

- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

- Arrange payments to creditors as appropriate with appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- Focal point for all HMRC and VAT returns

Personal Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly
- Display a willingness to engage at a time of change.

STEAMSHIP
SHIELDHALL

Steamship Shieldhall Charity
Charity Commission Number: 1189179

Role Profile

Role Title

Trustee of Steamship Shieldhall Charity

Appointed by

A General Meeting of the Members of Steamship Shieldhall Charity (CIO). after being duly elected or otherwise nominated as a Trustee in accordance with the provisions of the Constitution.

Role Summary

The primary role is to support the Chairman in order to ensure that the Board of Trustees (Board) is effective in setting and delivering the organisation's direction and strategy.

As a Trustee to satisfy yourself that the charity's funds, people and reputation are used sensibly and are protected from undue risk.

Reports to

The Chairman of the Board of Trustees and the Members of the CIO.

Key Responsibilities/Deliverables

Comply with the Charity Commission guidance for trustees

1: Ensure the CIO is carrying out its purposes for the public benefit

Trustees must :

- make sure that the charity is carrying out the purposes for which it is set up, and no other purpose.
- understand the charity's purposes as set out in its governing document.
- plan what the CIO will do and how to achieve it.
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

2. Comply with the CIO's governing document and the law

Trustees must:

- Understand the CIO's governing document 'The Constitution' and the 'Code of Practice' for trustees.
- make sure that the CIO complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- do what the Board (and no one else) decide to best enable the charity to carry out its purposes

3. Act in the CIO's best interests

Trustees must:

- make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting charity in conflict with personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected, such as a partner, dependent child or business partner.

4. Manage the CIO's resources responsibly

Trustees must:

- act responsibly, reasonably, honestly and exercising sound judgement and:
- make sure the charity's assets are only used to support or carry out its purposes,
- not take inappropriate risks with the charity's assets or reputation,
- not over-commit the charity,
- take special care when investing or borrowing, and
- comply with any restrictions on spending funds.

5. Act with reasonable care and skill

Trustees must:

- Make use of own skills and experience and taking appropriate advice when necessary.
- Give enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

Trustees must:

- comply with statutory accounting and reporting requirements and should also:
- be able to demonstrate that the CIO is complying with the law, well run and effective
- ensure appropriate accountability to members,
- ensure accountability within the charity, particularly where responsibility is delegated for particular tasks or decisions to volunteers

In addition to the above trustees should:

- Make sure you are well informed about any key policies on areas such as risk, safeguarding and fundraising
- Understand the how much money the CIO has and where it is held, the sources of funding, the commitments, contracts or debts the CIO may have.
- Visit SS Shieldhall talk to volunteers and beneficiaries.

Personal Qualities

Displays a willingness to engage at a time of change

Has key competence and experience that the Board has identified.

Supports the continuing development and delivery of the charities objectives

Good communication skills .