

**Candidate Information Pack**

**For a Role as**

**Voluntary Treasurer**

A collage of people outside

Description automatically generated**at CAN**

**Foreword from our C**A picture containing text, clipart

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Dear Applicant,

Thank you for expressing your interest in becoming Treasurer for the Board of Trustees for CAN, a bold, creative organisation, working to improve the lives of children and adults with learning disabilities, autism and neurodiversity’s, their families and carers. We are currently seeking passionate and skilled individuals to help guide our organisation as we continue to serve our community and make a meaningful impact.

Becoming a Trustee offers a unique opportunity to:

* **Make a Difference:** As a Board member, you will have a direct hand in shaping the future of our organisation. Your decisions will influence the development of initiatives that have real, positive effects on individuals and communities.
* **Develop Skills and Experience:** Serving on a Board allows you to gain valuable experience in governance, strategy, financial management, and leadership. You will enhance your understanding of the charity sector and build skills that can enrich your personal and professional life.
* **Collaborate with Like-Minded Individuals:** You will be part of a team of dedicated professionals, all working together towards a common goal. This collaborative environment is not only rewarding but also provides opportunities for personal growth and the expansion of your professional network.
* **Give Back to the Community:** Volunteering your time and expertise as a Board member is a meaningful way to give back. Your contributions will help ensure the sustainability and success of CAN for the long term.

As a Trustee, you will play a key role in ensuring that CAN remains focused on its mission while maintaining high standards of governance. Specific responsibilities include:

* **Governance and Strategic Oversight:** Trustees are responsible for setting the strategic direction of the organisation, ensuring that all activities align with its charitable objectives, and adhering to its governing documents and legal obligations.
* **Financial Management:** While financial expertise is not required for all Trustees, you will help oversee the organisation’s financial health, approving budgets, and ensuring resources are used effectively in line with our mission. Trustees with financial expertise may take on a Treasurer role, offering more in-depth guidance on financial matters.
* **Risk Management:** Trustees are responsible for identifying and managing risks to ensure the organisation operates in a safe, legal, and efficient manner.
* **Advocacy and Representation:** Board members may act as ambassadors for the organisation, representing us at events and helping to raise awareness of our work and impact.
* **Time Commitment:** While we understand that Board members often have other commitments, Trustees are expected to attend regular Board meetings, participate in sub-committees, and occasionally attend events. This usually equates to a time commitment of 30 hours per year.

**Why We Need You…**

The Treasurer is key to ensuring the financial health and sustainability of the organisation, and they provide strategic financial leadership while ensuring compliance with all regulatory requirements.

We are looking for individuals who share our passion for fulfilling our vision (see: [CAN vision 2023 at Lislagan Farm (youtube.com)](https://www.youtube.com/watch?v=tzjuuDWoo1g) and bring a diverse range of skills and experiences to help us grow. Whether you have expertise in finance, governance, legal matters, fundraising, or simply a deep commitment to the cause, we believe you can make a valuable contribution.

Joining our Board provides a chance to leave a lasting legacy while contributing to the ongoing success and impact of CAN.

If you are looking for a rewarding opportunity to give back to the community, grow your skills, and make a difference, we would love to hear from you.

Please let us know if you are interested, or feel free to reach out for an informal chat about the role. Thank you for considering this opportunity, and I look forward to hearing from you.

Warm regards,

**Joanne**

**Joanne McDowell**

**Chair**

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Charity No. **NIC100988** Registered Company No. NI32676

Head Office Address: 32 Lislagan Road, Ballymoney, BT53 7DD.  Tel  028 275 23053. [www.compasspeople.org](http://www.compasspeople.org/)

**Background to the Organisation**

CAN is an award-winning organisation in Northern Ireland that has been recognised for its sustainability efforts and leading transformation in health and social care. With a 26-year track record, CAN is known for providing creative and cost-effective solutions that prioritize the needs of individuals.

The organisation maintains its independence and ensures the inclusion of its core service users through its engaged board and Peoples Forum. CAN works with over 450 individuals, families, and carers, offering holistic support through various programs and initiatives. They have also established social enterprises that generate funds and provide training opportunities for people with disabilities and mental health issues. Despite the challenges posed by COVID-19, political instability and a cost-of-living crisis, CAN has focused on maximizing income and streamlining operations to sustain its services. Their vision is to create a space where individuals with disabilities and mental health issues can realise their full potential.

CAN aims to generate at least 50% of its income through social enterprise activities by 2028, granting them more autonomy and sustainability. In 2021, the organisation purchased an 11-acre site called Lislagan Farm, which will serve as a groundbreaking facility and expand their income generation potential. This facility will provide a range of services, including social and leisure activities, therapeutic interventions, and training programs.

CAN plans to secure funding for the next stages of the project, which include bookable accommodation, a coffee stop, and overnight respite options. The farm will not only support CAN's social enterprise activities but also provide critical services to meet the future needs of children and adults with learning disabilities, autism and neurodiversity’s, their families and carers

The farm will be a space where people can engage in various activities and experiences throughout the seasons.  
Map

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**Role Description (Treasurer)**

**Overview:**

The Treasurer is a critical member of the Board of Trustees and is responsible for overseeing the financial management of the organisation. The Treasurer ensures the financial viability, transparency, and integrity of the charity’s operations and governance. In addition to fulfilling the duties of a Trustee, the Treasurer has specific responsibilities related to financial oversight, governance, and strategic planning. This is a voluntary, non-executive position requiring a commitment to the charity's mission, as well as expertise in financial management and governance.

**Key Responsibilities:**

**1. Strategic Financial Leadership:**

* Assist in shaping and advising on the charity’s overall strategy, with particular emphasis on financial sustainability and resource allocation.
* Ensure that the charity has adequate financial resources to meet its strategic goals and objectives.
* Work closely with the Board, Finance Manager and Senior Management Team to assess financial risks and opportunities, providing strategic guidance to maintain financial health.

**2. Financial Oversight and Reporting:**

* Ensure that accurate and comprehensive financial reports, including budgetary and cash flow statements, are presented to the Board regularly, ensuring that Board members have a clear understanding of the financial health of the organisation.
* Work in close collaboration with the Finance Manager to ensure effective execution of the charity’s financial responsibilities.

**3. Governance and Financial Compliance:**

* Regularly review the charity’s financial policies and procedures, including the appointment of external auditors and other financial advisors.
* Act as Chair of the Finance and Governance Sub-Committee, leading discussions on financial matters and ensuring robust decision-making processes**.**

**4. Investment and Asset Management:**

* Ensure that the charity maintains an appropriate reserves policy, balancing financial security with investment opportunities.

**5. Auditing and Risk Management:**

* Ensure that the organisation’s financial practices comply with all statutory and regulatory requirements, including financial reporting, tax compliance, and donor reporting.
* Provide guidance on risk management strategies, helping to identify and mitigate financial risks to the organisation.

**6. Board Collaboration and Performance:**

* Provide financial guidance and support to fellow Trustees, ensuring financial information is clear and accessible for all Board members.
* Assist in the appraisal of the Chair, working with the Vice Chair to consult with other Trustees and executives in the process.
* Contribute to the general governance and leadership responsibilities of the Board, including contributing to the development of strategies, policies, and targets for the organisation.

**General Trustee Responsibilities:**

* Contribute actively to the Board’s role in giving strategic direction to the charity, setting policies, defining goals, and evaluating performance.
* Ensure that the charity’s resources are used effectively and exclusively to pursue its objectives.
* Safeguard the reputation and values of the organisation, upholding its ethical and charitable mission.
* Declare any conflicts of interest and maintain integrity in all Board duties.
* Be collectively responsible for decisions made by the Board and ensure the charity is compliant with all relevant legislation.
* Participate in additional tasks and committees as necessary, such as recruitment, fundraising, and advocacy.
* Stay informed on the charity’s activities and the external environment impacting its work.

**Person Specification:**

* **Financial Expertise:** Strong understanding of financial management, including accounting, budgeting, investments, and financial reporting. Experience in charity or non-profit finance is preferred.
* **Governance Knowledge:** An understanding of governance, charity law, and financial compliance.
* **Strategic Thinking:** Ability to contribute to the development of long-term financial strategies and risk management plans.
* **Leadership and Communication:** Effective leadership skills, capable of working collaboratively with other Board members and executive staff, and able to clearly communicate complex financial information.
* **Commitment to the Organisation’s Mission:** Passionate about the charity’s work and committed to its values and objectives.

**Term and Commitment:**

* **Term Length:** The Treasurer serves a term of three years, with the possibility of re-election for a second term.
* **Time Commitment:** Attendance at approximately 6–10 Board meetings annually, including Finance and Governance Sub-Committee meetings. Preparation time and availability for consultation between meetings will also be required.
* **Voluntary Role:** The Treasurer role is unpaid, but reasonable expenses incurred in the course of duties will be reimbursed.

**Access NI (Criminal Convictions Check)**

Please note, all successful post-holders are required to complete an Enhanced Disclosure through Access NI. In addition, this individual may also be required to handle cash, cheque and other transactions, necessitating total trustworthiness and reliability.

**Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”. If you consider yourself to have a disability relevant to the role please contact Danielle McKee so that we can make any specific arrangements for your discussions, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the role.

**References**

Successful applicants are required to provide details of two referees. You should not provide anyone who is related to you as a referee.

**Contact Details**

If you would like to discuss this position, please contact Danielle McKee on 028 275 23053 or by emailing danielle@compasspeople.org.

**Application**

**To apply, please send your CV along with a Covering Letter to joanne@compasspeople.org.**