

Trustee Recruitment: Attributes & Responsibilities

INTRODUCTION

Established in 1976, the [Friends of the University of Bristol Theatre Collection](#) is a charitable membership organisation which has been active in fundraising and giving grants to the Theatre Collection for the conservation, purchase and display of artefacts, as well as organising events for members.

The [Theatre Collection](#), which the Friends supports, was founded in 1951 and has grown to become one of the world's leading collections relating to the history of British theatre and live art. The Collection holds artworks, audio visual material, costumes, designs, set models, playbills and programmes of this most ephemeral of art forms. It provides a unique insight into theatre and live art, creative processes and broader cultural contexts.

The holistic approach to collecting archives and objects, and the interconnectedness between the collections, make it an outstanding research resource. The collection is visited and used by students, the theatre community, both professional and amateur, academics, artists, designers and historians, as well as enjoyed by members of the public - open to all and free to access.

The Theatre Collection holds both Accredited Museum and Accredited Archive Service status. In 2020, its collections were Designated Outstanding by the Arts Council, England.

TREASURER ROLE

A voluntary role, as well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Friends of the University of Bristol Theatre Collection's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are in place and reports to the Council of Trustees at regular intervals about the financial health of the organisation.

Responsibilities

- Regular liaison with the Council's Chairperson.
- Oversee the Friends' financial plans, budgets and financial risk-management; keeping the Council informed of its financial duties and responsibilities.
- Ensure that proper accounting records are kept, robust financial policies and appropriate accounting procedures & controls are in place.
- Prepare accounts and record/process income and expenditure. Most banking transactions are conducted on-line.
- Oversee the presentation of budgets, accurate income and expenditure accounts and annual financial statements to the Council of Trustees.
- Lead on the appointment of and liaison with an external auditor.
- Ensure accounts are prepared and disclosed in the form required by the Charity Commission.

Who we are looking for

- An individual with experience in finance, managing charity budgets, accounts, or day-to-day finance. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of the voluntary and charity sector.
- A clear communicator with the ability to explain plainly financial information to non-finance specialists.

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees.

RESPONSIBILITIES OF ALL TRUSTEES

- Play an active role in all areas of the charity's activities.
- Ensure the effective and efficient administration of the organisation.
- Support and provide advice on the Friends' purpose, vision, goals and activities.
- Attend Council meetings, adequately prepared to contribute to discussions.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Review the Friends' financial plans and budgets and monitor and evaluate progress.
- Ensure investments are maximised, and assess the financial viability of the charity
- Review and approve the Friends' financial statements.
- Regularly review the financial implications of the charity's strategic plan, ensuring that key risks are identified, monitored and controlled effectively.
- Provide support and challenge to the Friends' officers and ordinary trustees in the exercise of their delegated authority and affairs.
- Contribute to regular reviews of the Friends' governance.
- Use independent judgment, acting legally and in good faith to promote and protect the Friends' interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the Friends' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

ATTRIBUTES AND QUALITIES OF ALL TRUSTEES

People who bring energy, enthusiasm, commitment and direction to the organisation.

- With a willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation;
- A willingness to play an active role in all areas of the charity's activities;
- Strategic thinkers with an ability to identify risks and opportunities;
- With the ability to think creatively and strategically, exercise good, independent judgement whilst working collaboratively as Council members;
- Possessing effective communication skills and willingness to participate actively in discussions and in plans for the continued development and success of the Friends.

TERMS OF APPOINTMENT

Terms of office

- Trustees are volunteers, appointed for a 3-year term of office, and renewal for further terms.
- Trustees need to also be members of the Friends. The annual subscription is currently £15.

Time Commitment

- Attending three to four Council meetings annually. Currently meetings are held at the University of Bristol's Theatre Collection building in central Bristol.
- Other meetings with the fellow officers or sub groups may be scheduled from time to time with flexibility to respond swiftly to the occasional ad hoc issue.
- The **Treasurer** will also be required to prepare accounts, process subscriptions and banking transactions, and keep records of income & expenditure. Most banking transactions are conducted on-line.