



Donor Conception Network

Trustee Information Pack – Treasurer

Thank you for your interest in becoming a trustee of the Donor Conception Network (the Network).

The closing date for applications is **18 October 2023**. To apply, please send a CV and a covering letter to **enquiries@dcnetwork.org**. Interviews for short-listed candidates will be held on **Friday 3 November** and final decisions will be made within a week.

Your covering letter should describe your interest in the work of the Network and the contribution you can make and provide examples to demonstrate how your experience meets the trustee personal criteria in this information pack.

Please give the names, positions, organisations, and telephone contact numbers of two referees who will be in the position to comment on your professional and/or personal experience. If you specifically do not wish referees to be approached without your prior permission, then you should clearly indicate this.

For further information please look carefully at our website www.dcnetwork.org. For an informal discussion contact the Chair of Trustees, Sue Dean, **chair@dcnetwork.org**.

Trustee role description - Treasurer

- To undertake the role of Trustee and participate in the Network Trustee Board
- To act as **treasurer**. As we have not had a designated treasurer previously, an early duty will be to develop the role of the treasurer and its scope. We currently use Xero to manage our accounts. The treasurer will help trustees carry out their financial responsibilities and we envisage that this will include:
 - Ensuring presentation of financial reports (prepared by staff) to the board in a format that helps the board understand the charity's financial position.
 - Advising the board on how to carry out its financial responsibilities.
 - Overseeing the preparation and scrutiny of the report by the independent examiner.
 - Strategic oversight of external bookkeeping support (we have no finance staff in-house).

Other duties as per all trustees

- To help ensure that the Board fulfils its responsibilities for the governance and strategic direction of the organisation to ensure the financial stability of the Network.
- To provide support and constructive challenge to the Director to ensure the effective and efficient administration of the Network.
- To contribute actively to the development of strategy, agreeing overall policy, goals and targets, and evaluate performance.
- To help ensure appropriate accountability to the Charity Commission, the Network's funders and service users.
- To safeguard the reputation, purpose and values of the Network, and ensure the organisation maintains a duty of care for staff.
- To act as an ambassador promoting the work of the Network.

New trustees will have an induction to the role and an opportunity to familiarise themselves with the work of the organisation. It is expected that trustees will undertake a range of activities to further its work and safeguard its long-term future.

These will include:

- Attending Board meetings and other meetings as necessary, held during the working day, usually on a Friday afternoon (which can be attended on zoom or in person).
- Attending at least one national conference a year.
- Using skills, knowledge and experience to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new and existing initiatives and other issues in which they have special expertise.
- Active involvement in advancing the work of the Network throughout the year and supporting the Director and staff.

Trustees will be expected to commit to serve for a three-year term that is renewable at the end of the term.

A trustee is required to act reasonably and prudently in all matters relating to the charity and always bear the interests of the Network in mind. The Charities Act disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty unless the conviction is spent.
- is an undischarged bankrupt.
- has previously been removed from trusteeship of a charity by the court or Charity Commissioners.
- is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

Trustee personal criteria - Treasurer

Essential

1. Experience, knowledge and understanding

- An accountancy or other finance qualification and significant (10 years plus) experience, and currently or recently at senior level, which is relevant to the voluntary/charity sector, with the ability to operate at strategic, advisory level.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and Director
- A record of achievement within the applicant's professional or personal life
- A commitment to the aims of the Network
- Experience, or an understanding of, managing relationships with external stakeholders/business partners.
- An understanding of, and commitment to, the values of accountability, probity and openness.

2. Skills and abilities

- Good, independent judgement
- Strategic awareness and an ability to process detail and get to the heart of an issue.
- Good communication and interpersonal skills
- Experience of effective team working
- Willingness and ability to devote the necessary time and effort to Trustee duties.

Applicants should also support fertility treatment and donor conception in general. You might also have experience and knowledge of infertility issues, perhaps including donor conception either as a sperm, egg or embryo donor, a recipient or as a donor conceived person.

Desirable criteria

Candidates might also bring:

- Experience of board or committee membership, in a charitable, public sector or commercial organisation
- Experience of formulating effective organisational objectives and strategies
- An understanding of governance issues in the charity sector
- Experience of the voluntary sector
- Empathy and understanding of donor conception issues. This could be in a personal, practical or professional capacity.