



# Treasurer

## Role description and person specification

### ROLE CONTEXT

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The Treasurer is a trustee of FPM which is a registered charity. Charity trustees are the people who serve on the governing body of a charity. Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. Whilst financial governance is the collective responsibility of the trustees, the Treasurer takes a specific interest in the current and future financial governance of FPM and works with the Chief Executive, Head of Membership and Operations and Accountant to fulfill this. The Treasurer also attends meetings of the Treasurers of the Medical Royal Colleges and Faculties.

### MAIN RESPONSIBILITIES AS TREASURER

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- Ensure compliance with the obligations in relation to accounts specified in the Companies' Act and Charities' Act
- Submit audited accounts and a financial report to the Board of Trustees and Annual General Meeting of FPM
- Working with the Chief Executive, to be responsible for the preparation of an annual budget for consideration by the Board of Trustees
- Working with the Chief Executive, to be responsible for overseeing the operation of bank accounts, investments and accounting procedures
- Chair the Finance Committee and report matters to the Board of Trustees as required

### MAIN RESPONSIBILITIES AS A TRUSTEE

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- Undertake the legal duties and obligations of a trustee of Faculty of Pharmaceutical Medicine
- Contribute to setting the strategy for FPM
- Attend meetings and to contribute to the work of FPM Board
- Attend and to contribute to the work of other FPM committees and working groups as agreed
- Represent FPM at external meetings and events as agreed
- Participate in communications by email / telephone in between meetings as required
- Act in compliance with FPM's Governing Documents and Regulations including its Trustee Code of Conduct
- Act in compliance with FPM's Policies including its Equal Opportunities Policy

#### All Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there

- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets
- Ensure that the charity is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider obtaining external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

## **APPOINTMENT**

The method of appointment of the Treasurer will be open advertisement from the membership of Faculty of Pharmaceutical Medicine. A person specification is provided below. Shortlisted applicants will normally be invited to meet an appointment committee which will be chaired by one of the current Trustees of FPM.

## **TENURE**

The Treasurer will normally serve for a period of 3 years. This can be extended to a maximum of 6 years if re-appointed.

## **CONFIDENTIALITY**

Information relating to FPM business must be kept confidential unless otherwise agreed by FPM. An oath will be sworn at the first Board Meeting.

## **EXPENSES**

FPM will reimburse reasonable travel and subsistence costs arising from attendance at FPM events under the terms of FPM's Expense Claim Policy.

## **TIME COMMITMENT**

It is anticipated that there will be at least four half-day meetings of the Board each year with at least 50% via videoconferencing. There will also be up to six Executive Committee meetings (1.5 hours duration) by conference call except for one face to face meeting per year. The Treasurer is chair of the Finance Committee which meets by conference call four times each year. The Treasurer attends bi-annual meetings of the Treasurers of Medical Royal Colleges and Faculties. There will be additional time commitments involved in supporting the work of the Board, other committees, and FPM generally in between committee meetings but it is difficult to be prescriptive about the extent of this. Please note the role is adequately supported by staff members.

## **ELIGIBILITY TO BE A TRUSTEE OF A CHARITY IN ENGLAND & WALES**

You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity. Subject to waiver provisions, this includes anyone who:

- has an unspent conviction for an offence involving dishonesty or deception
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors
- is [disqualified from being a company director](#)
- has previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement

For full details please see [Charity Commission Website](#).

**Person specification (please see below)**

**PERSON SPECIFICATION:**

	<b>Essential</b>	<b>Desirable</b>
Professional	<p>Holds a Medical Qualification recognised by the GMC.</p> <p>In good standing with the relevant medical registration body (e.g. GMC)</p> <p>Fellow (FFPM) or Member (MFPM) of Faculty of Pharmaceutical Medicine in good standing</p>	<p>Evidence of continuing professional development.</p> <p>Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine</p>
Attitudes	<p>Ability to work effectively within a team</p> <p>Evidence of commitment to the specialty of pharmaceutical medicine</p> <p>Evidence of the use of initiative</p> <p>Willingness to devote the necessary time and effort to fulfil the requirements of the role</p>	<p>Successful membership of committees demonstrating positive contribution</p> <p>Experience of chairing meetings</p>
Specific Expertise	<p>Understanding and acceptance of the legal duties and responsibilities of trusteeship</p> <p>An interest and ability to oversee the current and future financial governance of FPM</p> <p>Contribute to developing the strategic direction of FPM</p> <p>Proficient computer skills - experience with MS Word, Outlook, Excel, PowerPoint and videoconferencing platforms such as MS Teams and Zoom</p>	<p>Relevant experience relating to financial governance</p> <p>Experience of strategic development</p>