



Curious Minds

Vice Chair & Treasurer

Role Description

Role: Trustee and Non-executive Director

Level: Board/Trustee

Salary: The role is unremunerated, reasonable expenses will be paid

Location: England (Curious Minds is based in Wigan, Greater Manchester)

Contract: Voluntary

Hours: Part Time / Flexible

Tenure: 3 Years

Vice Chair & Treasurer

Role Description

The Vice Chair and Treasurer is the finance expert for the board and as such will be the board link with the COO to remain abreast of Curious Minds' financial position and plans.

The Vice Chair may be asked to represent the organisation at outside events in the absence of the Chair. Additionally, the Vice Chair may be asked to support the Chair in financial decision making on any matters that cannot be progressed without board authorisation but cannot wait until the next board meeting.

All decisions made by the Chair & Vice Chair between meetings will be brought to the full board for ratification and must be within agreed policy parameters. In the absence of the Chair, the duties and powers of the Chair will be undertaken by the Vice Chair.

The Vice Chair & Treasurer's role

The Vice Chair & Treasurer is a Trustee and, therefore, the Trustee's Job Description applies to this role as well. There are additional duties that attach to the role of Vice Chair & Treasurer. These additional duties are:

Overall purpose

- To provide financial leadership to the Board, enabling Trustees to fulfil their responsibilities for the financial governance and strategic direction of the Charity.
- To supervise and support the Chief Operating Officer to ensure that the Charity finances are run in accordance with legal requirements and decisions of the Trustees.

Main responsibilities

- To support the Trustees and Executive Management Team, especially the Chief Operating Officer, in developing strategic plans for the Charity, in particular around financial planning.
- To provide support and leadership to the Chief Operating Officer, to ensure that the Charity's finances are run in accordance with legal requirements, the decisions of the Trustees and its charitable objectives.
- To ensure that the Board delegates sufficient authority to the Chief Operating Officer to enable the work of the Charity to be carried out efficiently and effectively between meetings of the Board.

Main tasks

- Ensure that financial decisions of the Board are acted upon.
- Supervise the Chief Operating Officer.
- Support the Chief Executive to appraise the Chief Operating Officer's performance and the recommendation of remuneration of the Executive Management Team.
- Support the recruitment of a Chief Executive, when necessary.
- Act as the link between the Chief Operating Officer and the Board.
- Liaise with and monitor the activities of the other Executive Managers.
- Represent Curious Minds, advocating for the organisation at the highest levels.
- Build a constructive relationship with and between other Board members.
- Support the Chair to monitor the composition of the Board and ensure action is taken to remedy any deficiencies.

The Vice Chair is also a Trustee

Trustees, as Directors, have certain legal, financial and fiduciary duties under charity and company law. The requirements of some funding bodies also place responsibilities on the Trustees. Even though many of these duties are delegated to employed staff, the board must make clear decisions about such delegation.

The ultimate responsibility for every aspect of the charity's operation lies with the Board of Trustees. They are responsible for directing the affairs of the charity, 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.

It is therefore important that all Trustees ensure that they understand the history of Curious Minds and its current situation, and keep abreast of other issues that might affect the charity.

The Role of a Trustee

- To ensure that Curious Minds always complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Curious Minds pursues its objects as defined in its Memorandum and Articles of Association.
- To maintain proper financial control and ensure that Curious Minds applies its resources exclusively in pursuance of its objects; i.e., the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
- To set and maintain vision, mission and values.

- To develop strategy, setting overall policy, defining goals and setting targets and evaluate performance against agreed targets which are captured in the Strategic Plan and Business Plan.
- To approve the charity's programmes of work, being satisfied that requirements for monitoring and evaluation, as well as financial projections, will be met.
- To ensure accountability.
- To set up employment procedures and respect the roles of staff and volunteers.
- To recruit and support the Chief Executive and Executive Managers of the charity.
- To agree and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies, child protection, safer recruitment and grievance and disciplinary procedures.
- To safeguard the good name and values of Curious Minds.
- To maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises.
- To promote and advocate for Curious Minds.
- To act in the best interests of the charity, never in the interests of yourself or another organisation.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have that will assist the board to reach sound decisions. These may involve scrutinising Board and sub-committee/working group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise. A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Curious Minds in mind.

Main tasks involved in being a Trustee

- To attend Board meetings four times each year (currently 3 online meetings and 1 in-person meeting).
- To attend Curious Minds AGM and any extraordinary meetings.
- To prepare appropriately in advance of meetings.
- To participate actively and constructively in Board meeting discussions and decision making.
- To foster a positive working relationship with other Trustees and Curious Minds staff.
- To develop and maintain up-to-date awareness of Curious Minds, its services and its activities.
- Participate as necessary and appropriate in any sub-committees or working parties the Board may set up.
- Allow the delegation to staff of day-to-day management and operation of the Charity, including finances and staffing issues.

Curious about our values and approach?

The 7C's

Seven words beginning with the letter C by which we hold ourselves to account and invite others to do the same. They guide our planning, recruitment and self-evaluation, and provide a framework for performance management.

We are **CURIOS**

We are hopeful for a fairer future. We explore new possibilities and seek out best and next practice, listening and responding to the opinions and ideas of others, especially children and young people.

We **CARE**

We care deeply about children and young people, the adults who support them, and the places where they live and learn. We embrace, celebrate and champion diversity in all its forms.

We are **COURAGEOUS**

We are relentless in our pursuit of fair access to creativity and culture, and work to disrupt the status quo. We accept and deliver challenge, especially concerning diversity, inclusion, quality and relevance.

We **COLLABORATE**

Partnerships and collaboration are fundamental to how we work. In these times of change and uncertainty, we understand the importance of listening to build meaning and grow collective impact.

We are **CONSCIENTIOUS**

We take our leadership role seriously and never take for granted the privilege of being trusted by our funders and partners to do the right thing with the resources we are given.

We are **CREDIBLE**

We are evidence driven and always learning. We draw expertise from across education and culture, and skillfully navigate and connect both worlds. We seek out and build alliances with experts who know the things we don't.

We **CELEBRATE**

We celebrate and champion creative and cultural education, the diverse professionals delivering it, and the incredible children and young people our work is for.