**Guidance note for recruiters:**

This template advert is designed to provide an outline, however you will need to edit and tailor the information under each of the headings to meet the needs of your own organisation. It should also be used as a helpful prompt to include key information such as relevant dates, contact details and details of how to apply for the position.

**Honorary Treasurer**

**[Organisation] Board of Trustees**

**Who we are**

The charity is a thriving membership organisation. We help voluntary and community organisations achieve their goals and provide support to rural communities. Our mission is to inspire, strengthen and empower communities of place, interest and identity.

**What we do**

We provide practical support and rural advocacy to voluntary and community organisations, parish councils and social enterprises in North Yorkshire through our networks, projects, training and services. We are the rural community council for North, West and South Yorkshire, part of the ACRE (Action for Communities in Rural England) network.

**What you will be doing**

The charity is seeking to recruit a number of passionate individuals into the role of charity trustee, where you will take part in shaping and directing the organisation and ensuring that it operates legally within the regulations set by the Charity Commission and Companies House.

The role of Honorary Treasurer has additional responsibilities to those as a trustee.This specialist role involves working closely with the Head of Finance to oversee the financial affairs of the organisation and to ensure they are legal, constitutional and within accepted accounting practice.

Full details are listed within the role description in the application pack.

**What’s in it for you?**

* **Develop your network of people/organisations across Yorkshire**
* **Expand your knowledge of the rural and community issues we are working to alleviate**
* **Get involved in an organisation which is a member of the national ACRE Network**
* **Make a difference to communities and causes you are passionate about**
* **Develop your strategic knowledge and leadership skills**
* **Make a real difference using your time to contribute to the charity’s mission and values**

The role is voluntary, although we will pay all reasonable travel expenses.

**What we are looking for**

We welcome applications from all individuals who feel they meet the essential and desirable criteria to fulfil the role. We would encourage applications from individuals who are from backgrounds not currently represented on our board as we seek to broaden the diversity of our trustees. Appointments will be made on merit alone.

You will need to be able to commit to attending Board Meetings four times a year, plus an AGM and conference. Additional calls on your time may be required on occasion: for example with your specific expertise, you may be asked to provide some insight and support to the Chief Executive.

**Additional information**

Board meetings are held near to the A1 corridor or on Zoom.

We are a limited liability company which provides the benefit of trustee liability insurance cover.

**To find out more about us and our team of existing trustees please visit our website at** [**[website]**](http://www.communityfirstyorkshire.org.uk)**.**

**To arrange an informal discussion about what the role entails and whether it is right for you, please contact** **[contact** **details].**

**Please download an application pack from our website at [website]** **(CVs not accepted).**

**Closing date for applications: [closing date]**

**Interview date: [interview date]**

Registered Charity no: **[charity number]**