

Role Description

ACRE Treasurer and Director

The Trustees are also Directors of the charity as defined by the Charities Act.

Term of Office: The Board proposes to co-opt the Treasurer for an initial one year term until the next AGM in autumn 2026, where the Treasurer would be put forward for formal election for a full three year term, renewable for a further three year period.

Responsibilities:

- To undertake the responsibilities and duties of a Trustee and Director of ACRE.
- To Chair the Finance Sub-Committee and lead for the Board on financial matters.
- To provide advice and support to the executive team when required.
- To comply with the statutory duties of a Trustee and Director (see Appendix 1).

Main Functions:

- To serve as a Trustee and Director of ACRE and attend all meetings of the Board, AGM and General Meetings.
- To support and provide advice on ACRE's purpose, vision, goals and activities.
- To approve ACRE's strategy, annual business plans and policies, and monitor and evaluate their implementation.
- To oversee the development of ACRE's annual budgets, forecasting and financial management by the Chief Executive and Finance Manager.
- To advise the Board on ACRE's longer-term financial position and future income generation planning and delivery.
- To act as a sounding board and source of advice for the Finance Manager on specific issues when required.
- To ensure the charity complies with legislative and regulatory requirements with regards to financial matters.
- To ensure the effective and efficient administration of the organisation and that key risks are being identified, monitored and controlled effectively.
- To represent and promote the work of ACRE, to ACRE members and other organisations, potential partners and funders, national and local government, other stakeholders and the general public as appropriate and in line with ACRE's strategy.
- To reflect the interests of the member organisations and their rural communities in the management and direction of ACRE.
- To use any specific skills, knowledge, expertise or experience to assist the ACRE Board in achieving sound decisions and to provide additional support to the Chief Executive as agreed. This will necessitate:
 - reading and scrutinising Board documents and papers (in good time before meetings);
 - leading or participating in discussions, focusing on key issues, providing advice and guidance (based on individual specific expertise) on new initiatives or other issues;
 - disseminating accurate information.

Expenses:

Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred in connection with his or her attendance at meetings or other discharge of their duties, in line with charity policy, but otherwise shall not be paid remuneration.

Person Specification:

The Treasurer should specifically possess the following skills and experience:

- Qualified practising finance professional in the commercial, public or charitable sectors
- Ideally charity governance experience gained either in an executive or trustee capacity.
- Experience in providing strategic financial advice to inform strategy delivery and budget setting.
- Audit experience including appointing and managing external audit providers.
- Ability and willingness to provide support and advice to the Finance Manager and Chief Executive when required.

In addition Trustees of ACRE should possess the following skills, experience and attributes:

1. Experience of leadership and of strategically supporting an organisation in the private, public or third sectors.
2. A passion and commitment to the work of ACRE and the issues affecting rural communities and to realise success for the organisation.
3. Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
4. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
5. Excellent communication, interpersonal, political and diplomacy skills and a willingness to engage actively in discussion.
6. The ability to work effectively as a member of a team whilst speaking their own mind.
7. A demonstrable commitment to equality, diversity and inclusion.
8. A willingness and ability to devote the necessary time and effort to their duties as a Trustee of ACRE.

Statutory Duties of a Trustee / Director

1. To ensure that the ACRE charity complies with its Memorandum & Articles of Association, charity law and all other relevant legislation and regulations.
2. To act at all times in the interests of the charity's beneficiaries.
3. To work in the interest of the charity, not for personal gain.
4. To ensure that ACRE pursues its charitable objects as defined in the Memorandum & Articles of Association.
5. To ensure that the charity applies its resources solely and exclusively in pursuance of its objects.
6. To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction to the charity, define overall policy, identify goals, set targets and evaluate performance against agreed targets.
7. To safeguard the good name and values of ACRE.
8. To ensure the effective and efficient administration of the charity.
9. To make sure that the charity is properly insured against all reasonable liabilities.
10. To ensure the financial stability of ACRE.
11. To ensure that the charity accounts for its activities to its funders, the Charity Commissioners, Company's House and its members.
12. To protect and manage the charity's property and ensure the proper investments of the charity's funds.
13. To support the Executive Officers in the appointment, support, supervision, and monitoring of the performance of the Chief Executive.
14. To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised.
15. To ensure that the Board of Trustees takes proper professional advice on all matters in which it does not have competence.
16. To represent and report back to the Board when serving on other bodies.
17. Adherence to the Nolan Principles of Public Life.
18. Raise issues of concern in a proper manner through ACRE's established procedures.

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