

Roles of Trustees Policy

Approved on 25/04/19

Chairman

1. Chairs the board meetings
2. Responsible for all roles within the board are carried out accurately.
3. Oversees the accountancy records in QuickBooks
4. Prepares the annual report which goes into annual accounts for submission. SES financial year ends at 30/06, and annual accounts need to be submitted within the 10 months afterwards.

Treasurer

1. Staff wage payments - Checks payslips and makes payments to permanent staff each month
2. Contractor invoice payments - Checks invoices and associated documents from each contractor and makes payments
3. Purchase payments - Check invoices and associated SPRs for adequate justification and required level of signatures and makes payments
4. Other payments - Checks invoices and makes payments for utility bills, rent etc.

Secretary

1. Issues annual business plan every year in June for the next financial year July-June
2. Maintains and updates the policies based on the input from all trustees/directors. All SES policies are updated every year in July.
3. Responsible for the pay review for the staff. Every year in July, reviews the staff wages based on input from other trustees/directors.
4. Maintenance of charity/trustee details in Company House and Charity Commission

Admin Staff:

1. Meeting minutes for trustees/director meetings and AGMs

2. Maintenance of membership records and relevant paperwork
3. Maintains the QuickBooks account, reconciliation of day to day transactions
4. Maintains the charity finances, i.e. folders for each year, review of bank transactions every month, attach a copy of invoices etc.
5. Responsible for submission of annual report and accounts on time, working with trustees and the accountant.
6. Maintains the record for invoices, payslips and other accountancy related documents
7. Updates the charity activities reporting. Regular monthly reporting is issued to trustees/directors
8. Maintenance of staff documentation. Overlooks and supports the admin work for staff/volunteer/contractor recruitment and makes sure staff contracts, relevant paperwork is in-place.