

Trustee Recruitment Form

1. **Name of Charity** - Havelock Community Centre
2. **Please write up to 200 words about your organisation, including its charitable purposes and its activities.** Havelock is a small Charity run Community Centre, right in the heart of Southsea. We have a year round programme of activities with a variety of regular groups and one-off events who hire the space for all ages, as well as trips and social events.
3. **What essential skills and experience are you looking for in a trustee?** We are currently searching for a Treasurer to join our friendly board of Trustees
4. **Are you looking to fill a particular role on the trustee board – such as Treasurer or Secretary? Can you outline the key responsibilities?** Treasurer
key responsibilities: The Treasurer will:
 - have oversight of all financial matters relating to the organisation and bring to the attention of trustees any matter which may impact upon the charity's future viability.
 - ensure proper financial records are kept and procedures are in place in line with legal and other requirements
 - in conjunction with other officers, produce the annual budget and present it to committee
 - prepare and present regular finance reports at the trustees meetings
 - ensure all required financial records are prepared and passed to auditor/examiner at year end and liaise with them as required
 - assess supplier costs when renewals are due and ensure the centre's expenses are appropriate in the current market
 - liaise with Centre Manager on incoming and outgoing monies and expenses and authorise payments in accordance with procedure
 - convene any finance sub-groups as required and report back to the committee
 - present the accounts at the AGM and submit to the Charity Commission**Skills**
 - Background in accounting/ finance
 - Able to produce the annual budget and present it to committee
 - Confident presenting reports
 - Good team player
 - Excellent communication skills
5. **What is the approximate time commitment required – hours per month?**
Flexible role - A couple of hours once a month to check the accounts and keep the forms up to date. You may want to visit the centre weekly/bi weekly to complete any checks.

6. **Where and how frequently are trustee meetings held? Are they held in person or online?** Bi-monthly committee meeting to update the Trustees on financial matters, for 1.5 hours on a Monday @ 17:30, January, March, May, July, September, November.
7. **Do you reimburse trustees for any expenses they incur when carrying out their duties?** No / N/A
8. **Is there a closing date?** ASAP
9. **Charity website address:** <https://havelockcc.co.uk/>
10. **Social media links:** <https://www.instagram.com/havelockccsouthsea/>
11. **Charity contact for further information.** Amy Feist, Centre Manager
manager@havelockcc.co.uk