

NOW RECRUITING- Trustee/ Treasurer



We're Family Voice. We support and empower the parents and carers of children and young people with disabilities.

Minimum time commitment required

6 hours/ 1 day per month

Monthly board meetings lasting 2 hours

Willingness to be available to staff for advice and enquiries on an ad hoc basis

Responsibilities:

- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Sitting on appraisal, recruitment and disciplinary panels as required
- Keeping the board informed about its financial duties and responsibilities
- General financial oversight
- Funding, fundraising and sales
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping

Experience and skills required:

- Experience using Microsoft Office or Google Suite
- Must be able to demonstrate a link with a wider network of parent/ carers
- Must have experience within the financial industry
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

To express an interest in working with us please contact us on
01733 685510 or email **hr@familyvoice.org**