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**Treasurer**

**Role Description**

Background: CEE is an international collaboration that aims to help people make well-informed decisions about how best to protect the environment and conserve biodiversity, by preparing, maintaining and promoting the accessibility of evidence of the effects of environment management interventions. The mission of CEE is to make biodiversity conservation and environmental management more effective so that we can better conserve the biodiversity of our planet, for the benefit of all people. The main aim is to enable people to have easy access to scientific research information about what works and what doesn’t work, in conserving biodiversity and sustainable management of the environment. The process is that CEE facilitates communication between the environmental and conservation communities, policy-makers and the scientific community, to identify the most important questions and then supports, coordinates and quality assures, the production of evidence syntheses of these questions. The main output of the CEE is an open-access electronic library and journal ‘Environmental Evidence’ which publishes evidence syntheses (systematic reviews and systematic maps), with associated communications intended for a wide audience.

Structure and function: The Constitution sets out how the CEE will operate within UK Charity Law. The CEE operates as a ‘not-for-profit’ organisation (registered with the UK Charity Commission as a Charitable Incorporated Organisation) and has a Board of Trustees who are responsible for strategic direction and proper governance of the CEE, probity, adherence to regulations for ‘not for profit’ organisations and charity law. There is no paying ‘membership’ of CEE and involvement in CEE activities is open to all.

**The role of Treasurer:**

This is a voluntary role, overseen by the Board of Trustees. The key activities to be performed by the Treasurer during include:

1. Management, auditing and reporting of CEE accounts to comply with the requirements of the UK Revenue and Customs and the UK Charity Commission.
2. Work with the Board of Trustees to develop financial projections and business plans.
3. Management of income and expenditure systems within the agreed accounting structure (ie issuing invoices and handling expenses claims).
4. Management of the CEE bank account (with another Trustee as co-signatory).
5. Work with the Trustees in seeking potential funding opportunities and working with the Trustees and Centre Leaders to develop funding applications, taking responsibility for the financial elements of these.
6. Contribute the financial information required for Annual Reports and Annual Returns to the UK Charity Commission.
7. Oversee financial management of any externally commissioned projects/contracts.

In addition the activities and responsibilities to be performed by a any member of the CEE Board are to:

* Be committed to the purpose, objects and values of the organisation
* Be constructive about other trustees’ opinions in discussions and in response to staff members’ contributions at meetings
* Be able to act reasonably and responsibly when undertaking such duties and performing tasks
* Be able to maintain confidentially on sensitive and confidential information
* Be supportive of the values (and ethics) of the organisation
* Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
* Be able to analyse information and, when necessary, challenge constructively
* Be able to make collective decisions and stand by them
* Be able to respect boundaries between executive and governance functions
* Be able to provide strategic advice to the executive staff

**Statutory duties of a trustee**

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document
* To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
* To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation
* To ensure the financial stability of the organisation
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds
* If the organisation employs staff, to appoint the chief executive officer and monitor his/her performance

In the performance of these duties, the Treasurer will be bound by UK Charity Law and will act in accordance with the CEE Constitution.