



### Volunteer Board Member – Treasurer

**Time Commitment**      Quarterly Board Meetings and Board Development Day  
Bi-annual Finance and Risk Committee Meetings  
Attending LYT's performances & Events – up to 3 per year.  
Attending the AGM – Sept/Oct each year.

**To apply**                      To apply, please email your CV and Cover Letter outlining why you think you'd be a good fit for this role to [chair@lewishamyouththeatre.com](mailto:chair@lewishamyouththeatre.com)  
*For an informal conversation about the role, please email above.*

**Deadline**                      **Monday 4<sup>th</sup> November 2024 at 12pm**

#### **Role Summary**

The role of the Treasurer is to maintain financial oversight of LYT's accounts. The Treasurer's aim is to advise LYT's Senior Management on the overall fundraising and investment strategy of Lewisham Youth Theatre. The Treasurer will ensure that the organisation complies with relevant legislation, terms, and conditions from funding bodies; and pursues its financial objectives as defined in the Memorandum of Association. The Treasurer will chair the new Finance & Risk Committee, currently projected to meet twice a year.

The Treasurer will also support the Finance and Administration Coordinator, to prepare accounts for annual auditing, as well as approve payments, where necessary.

#### **Requirements of the role:**

- Must not be barred from acting as a trustee for a charity by the Charity Commission
- Must be willing to undertake an enhanced Disclosure and Baring Check

### **Our Mission Statement**

*All young people have a powerful voice and a right to be heard.*

LYT **nurtures** and **inspires** young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased **life chances** and **long term well-being**. We bring young people together from across the Lewisham community to create outstanding theatre in an environment of high expectations and collaboration. We work from the core belief that artistic excellence is key to expanding young people's horizons and creating lasting transformation.

### **About Lewisham Youth Theatre**

LYT creates excellent and inclusive theatre as a tool to improving the long-term well-being and life chances of Lewisham young people aged 3-24, helping them build the skills, resilience and ambition to achieve their potential.

Since 1987, we have provided inclusive drama, performance and technical theatre activities completely free of charge to young people from across Lewisham's diverse communities, working from the core belief that artistic excellence and an environment of high expectation is key to expanding young people's horizons and creating lasting transformation that will support them to achieve in any future environment.

We do not audition and the majority of participants (minimum 70%) face significant disadvantages across a range of needs, including poverty, mental health & learning difficulties, family disruption and social exclusion. Through individual progression mentoring and referrals from local services, we actively support those in need to engage, progress through our activities and move on to positive next steps in training and employment within a wide variety of fields. This level of support leads to high retention rates, with c.90% of users taking part in 3+ sessions and 85% completing their projects.

#### **Main responsibilities of the Treasurer**

- Chair the Finance and Risk Committee
- Provide advice and experience to LYT's Senior Management team regarding fundraising and investment strategies.
- Support the CEO and Finance & Administration Coordinator in their roles as head of finances.
- Provide direction on LYT financial policy and planning.
- Represent the organisation at appropriate events, meetings or functions.
- Act as spokesperson for the organisation where appropriate.
- Acting between full meetings of the board in authorising action to be taken e.g. approving transactions and large multi-year service contracts.

#### **Regarding employed staff:**

- Sit on appropriate interview panels as required and attend AGM with LYT's Youth Board.
- Act as final stage adjudicator for disciplinary and grievance procedures if required in line with LYT's policy and C of M trustee duties.

#### **A Treasurer is expected to:**

- Have a belief in the power of creativity to make a difference to young people's long-term wellbeing and life chances, and an interest in contributing to this mission
- Have experience of accounting and financial systems
- Be well prepared for meetings
- Be able to provide impartial advice for the good of the organisation
- Show a willingness to devote the necessary time and effort to their duties as Treasurer and trustee
- Be able to work effectively as a member of a team
- Be aware of the external environment for small charities, and show willingness to broker relationships that could benefit the charity

**Desirable Experience:**

- Knowledge of or connection to the Lewisham community
- Lived experience of the needs of our service users
- Prior experience of committee/trustee work
- High-level financial contacts within the industry
- A wider involvement with the voluntary sector

We are particularly interested in hearing from candidates who have lived experience of the needs of our members, including those from Black and Global Majority Backgrounds.

**General responsibilities of a Trustee**

- In addition to the responsibilities already outlined, the Treasurer as a trustee has the following general responsibilities:
- Ensure the organisation applies its resources exclusively in pursuing its objectives.
- Contribute actively to the Council of Management (Board's) role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluation performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the organisation and other trustees.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation and the proper investment of the organisation's funds.
- Protect and manage the property of the organisation.
- Attend meetings and read papers in advance of meetings.
- Attend sub-committee meetings as appropriate.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- Keep informed about the activities of the organisation and wider issues, which affect its work.

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the Council of Management to reach sound decisions. This will involve scrutinising Trustee papers, leading discussion, focusing on key issues, and providing advice and guidance requested by the Trustees on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.