

Little People UK - Treasurer position 'role description'

Introduction

Little People UK's Treasurer will be stepping down at the next AGM in February 2024, to ensure a suitable transition period we are looking to recruit someone before the end of 2023.

We are looking for someone who is passionate about the charity sector and the work Little People UK does. With knowledge and preferably qualifications to understand finances, helping us build a stable foundation for Little People UK to progress.

This is an exciting time to come on board as a charity trustee, as we have recently appointed a new chairperson and vice chairperson, along with several new trustee board members, all with new and exciting ideas. You would be part of an open and inclusive team helping improve the future for people with dwarfism.

About LPUK

Little People UK is a Nationwide charity which supports people with dwarfism, their family and friends in the UK. We initially registered with charity status in 2013, transitioning to CIO status in 2017.

Each year we hold two national events, our main event is in August, which is our annual convention, held over a weekend we provide a safe, inclusive and informative environment for our members, allowing them to socialise with other members of the dwarfism community where there is no judgement or exclusion. At this event we provide an information panel, workshops and activities, to help build confidence, knowledge and self-esteem, we also have a banquet meal and disco to allow time for socialising. Our second event is a single night event where we provide an opportunity to socialise and where we hold our AGM. In addition to these in-person events we hold sessions online to encourage more peer groups socialisation for example Youth Group and Mum's Group, focussing on topics suitable for each group. Outside of events we are building our resources such as guidebooks for school, media and hospitals, to ensure information is available to all support areas our members may encounter, to help build a positive inclusive environment for

people with dwarfism. We also have links with the MET police, MPs and local council partnership boards to improve physical access, public understanding and to tackle hate crime.

In the future we look to build our networks and partnerships further afield to conferences such as Naidex, Motability Roadshow and Primary Care, to improve our presence in health and social care settings allowing the wider dwarfism community to access our support. Along with improving our diversity and inclusion outside of dwarfism for example LGBTQ support, to ensure all members of the dwarfism community are supported.

Current trustee board

The current trustee board comprises of the chair, the vice chair and the treasurer, who are all voted in at the AGM, alongside nine further elected members. The secretary position is taken up by an employee named the Charity Administrator - who works alongside the committee to fulfil day-to-day tasks and longer-term projects.

From our constitution the board of trustee's general roles and responsibilities are:

- To exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
- Any special knowledge or experience that he or she has or holds himself or herself out as having; and
- If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

The board of trustees hold monthly Zoom meetings, to further and review all the projects of Little People UK, calling additional meetings where necessary to focus in more detail on specific projects with those trustees actively partaking in these projects.

Duties of the Treasurer

From our constitution the general roles and responsibilities of treasurer are:

- Keep accounts of all membership fees and other monies taken
- Be responsible for the purchases agreed by the committee, but shall have the power to reject expenditure from the LPUK account.
- Present a financial report to the AGM showing the financial state of LPUK.
- Publish accounts as per the requirements of relevant financial authorities.

In addition to this we would like the treasurer to attend meetings via Zoom, and where necessary in-person, work closely with the chair/vice chair/Charity Administrator to ensure correct governance of day-to-day spending of Little People UK finances and provide a Treasurers Report for trustee board meetings

Minimum time commitment

We would expect the treasurer to attend 6 meetings per year via Zoom, this being every other meeting, to ensure they are keeping up to date with all projects, whilst reading the minutes from every meeting held and minuted.

We would expect the treasurer to present the Treasurers Report for the AGM.

The treasurer would liaise closely with the chair/vice chair/Charity Administrator to communicate any spending within Little People UK.

Once a year we would expect the treasurer's presence at our dedicated budget planning meeting, followed by a mid-year follow up meeting.

We would work with the treasurer to financially risk assess Little People UK, to safeguard us for the future and make plans to improve our financial strategy.

In total we would expect around 4 or 5 days per month, to undertake the role of treasurer.

We envisage there will need to be a few more hours expected in the initial months of joining the board of trustees, to enable a smooth transition from the current

treasurer. Getting oneself acquainted with the current accounts, procedures working alongside the chair/vice chair/Charity Administrator to do this.

Personal specification

- A commitment to the objectives of LPUK and voluntary sector as a whole
- Understanding of charity finance, or willingness to learn
- Willingness to work as a team (voicing their mind whilst listen to others)
- Understanding of legal duties, responsibilities, and liabilities of being a trustee
- Integrity; objective and independent judgement
- Friendly and approachable manner
- Understanding of disabilities, particularly dwarfism or willingness to learn
- We would encourage anyone taking up this position to register for membership with The Honorary Treasurers' Forum