



# Board member: Treasurer

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Apply by June 5th,  
2023



# About Edventure

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[Edventure Frome](#) is an award-winning community enterprise based in Frome, Somerset. Edventure supports community entrepreneurship - people come together to start things up, tackle community issues and gain the skills and confidence to build a positive future and meaningful livelihoods.

Through its flagship programme, the Start-Up course, Edventure has enabled pioneering projects to happen in Frome including the first UK Community Fridge, SHARE Library of Things, Roundhouse Community Garden and a Remakery, helping to put Frome on the map as an influential town that can make change real and beneficial for its residents and community.

Edventure is also the coordinating partner of the Green & Healthy Frome partnership.



# The Edventure Board

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As a community interest company, Edventure Frome is governed by a board of directors who oversee the organisation's operations and ensure that it remains true to its mission and values. The board is made up of individuals with a wide range of skills and experience, who share a commitment to making a positive difference in the world. If you are interested in joining the board of directors at Edventure Frome, you will have the opportunity to contribute to a dynamic and innovative organisation that is having a real impact on the lives of people in Frome and beyond.

Edventure is governed by a board of directors, which comprises:

- the chair
- the treasurer
- up to seven Directors.

Our board is responsible for making sure we manage our money and resources wisely and deliver our programmes.

The board must:

- always act in the best interests of Edventure
- be responsible in their decision making
- act as a group and not as individuals.

All Directors are registered at Companies House.

Each board member must have:

- a demonstrable commitment to the mission of Edventure, including a commitment to equity, diversity and inclusion
- a willingness to meet the minimum time requirement (see time commitment page 7)
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties and responsibilities of trusteeship
- an ability to work effectively as a member of a team and to make decisions for the good of Edventure.

# Duties of the Edventure Board

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We take good governance seriously. The statutory duties of a board member are to:

- ensure Edventure complies with our governing document (our [articles of association](#)), company law and any other relevant legislation or regulations
- ensure that Edventure pursues the objects defined in our articles of association
- ensure Edventure's resources are only used to pursue these objectives. We must not spend money on activities which are not included in the objectives, however worthwhile they may be
- actively contribute to the board of trustees by giving firm strategic direction. This includes setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of Edventure
- ensure the financial stability of Edventure.

In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve:

- leading discussions
- identifying key issues
- providing advice and guidance on new initiatives
- evaluating or offering advice on other areas in which the trustee has expertise.

**This is a voluntary role and board members receive no remuneration. Board members are entitled to claim expenses to cover the costs of attending board and committee meetings and other Edventure events if they are necessary for the fulfilment the Board's duties.**

# The Treasurer

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In addition to the general responsibilities of a board member, duties of the treasurer include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that Edventure has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Registrar of Companies
- If external scrutiny of the accounts is required, to ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising and income generation strategy of the organisation
- Sitting on appraisal, recruitment and disciplinary panels as required.

# Person specification

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Edventure is looking for a treasurer with the following qualities:

- Financial qualifications and experience
- Some experience of charity/non profit finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

# Time commitment

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We would normally expect board members to commit at least eight days each year for board and committee meetings, with time for reading papers and other communications. Other events can increase this commitment.

We hold board meetings five times a year. All board meetings are generally in person (with a hybrid option) and committee meetings are usually held virtually or on a hybrid basis. Ordinarily, board meetings are held on Wednesdays at our office in The Welshmill Hub Frome, during the day with an informal pre meeting the Monday evening before.

Board member are expected to attend all board meetings.

- Papers are distributed one week in advance of meetings.
- Board members may be asked to join one of our three board committees which meet on a need's basis rather on a regular schedule within normal office hours.

New trustees will receive a full induction and should expect to allocate half a day for this.

# How to apply

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## **How to Apply:**

If you are enthusiastic about contributing to the growth and success of Edventure Frome, please submit your application to Dr Jean Boulton (via [info@edventurefrome.org](mailto:info@edventurefrome.org)) with the following:

A cover letter outlining your interest in the role and how your skills align with the responsibilities.

Your resume or CV highlighting relevant experience and qualifications.

The application deadline is 5th June. Shortlisted candidates will be invited for an interview with the Board.

**Join us in shaping the future of education and community development! Together, we can make a difference at Edventure Frome.**