**The Role of Board Trustee and Treasurer at A Place in Childhood (APiC)**

Introduction

A Place in Childhood (APiC) is a Scottish Charitable Incorporated Organisation (SCIO), established in 2018. We facilitate projects which enable the rights of young citizens to participate meaningfully in societal improvement, while building lifelong skills for a prosperous and equitable future. Children’s lived experience combines with our research, policy and action expertise to help their communities adapt to the unprecedented challenges and uncertainty Scotland faces. Through this we promote superior environments for children and young people which align with the UN Convention on the Rights of the Child.

We have world-leading expertise at engaging with children and young people of all ages, on their own terms, and articulating their voice faithfully. Our team comprises in-depth knowledge of children’s rights, outdoor education, planning policy, entrepreneurship, and educational and environmental psychology, as well as practical know-how at designing high-quality child-friendly spaces.

Since our inception in August 2018 our achievements have included facilitating a child-led process to develop a Place Standard Tool for Children and for Young People for the Scottish Government (in partnership with Play Scotland); engaging primary school children in urban design using Minecraft (in partnership with Sustrans Scotland); co-authoring the first UK review of Child-Friendly Planning Policy (for the Royal Town Planning Institute), and co-producing, with teachers across Scotland, a Play Pedagogy Award for Scottish Primary Schools (for Play Scotland).

What we’re looking for

We are looking for a new Treasurer, with solid and demonstrable financial expertise, to support the ambitions of our growing charity. In particular, we are keen to hear from candidates that have experience running or strategically supporting business operations, and financial projections. Please note that this is an unpaid, voluntary position.

The applicant must share our aims to improve the implementation of children’s rights and the planning and design of our built environment. An understanding of children and/or related funding avenues in the UK would be of benefit to this role but is not necessary. This is a time of rapid growth for our charity. We anticipate wide and varied opportunities for the expansion of our trade and services, for which our new Trustee would play a vital role.

Our expectations of you

Members of the Board of Trustees are responsible for the work that the organisation does, and the way in which it spends money to achieve its aims. This includes ensuring the charity meets regulations set out by the Office of the Scottish Charity Commission (OSCR). It is a big responsibility, focussing on the strategic direction of the organisation, agreeing plans and budgets, and holding the Executive Team to account for the delivery of the plans.

The Treasurer is not responsible for the accounts administration or independent examining - the role is one of review and reporting on the accounts, working with the Executive Team to provide a thorough understanding of the financial position of the charity to the rest of the Board of Trustees, and working collaboratively to ensure long-term security.

## Key Responsibilities[[1]](#footnote-0)

* Advise the board on how to carry out its financial responsibilities
* Agree, co-develop and maintain the vision, mission and values of the organisation.
* Ensure the organisation has the structure and resources for its work
* Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff
* Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
* Make certain that the financial affairs of the organisation are conducted properly and are accurately reported

## Key Tasks

* To attend Board meetings, read relevant papers in advance and be prepared to make a contribution. These currently occur every 6 weeks on Wednesdays (1600-1800) over video-conferencing
* Presenting financial reports to the board in a format that helps the board understand the charity’s financial position
* Overseeing the preparation and scrutiny of annual accounts, in line with the requirements of OSCR
* To respond in a timely manner to any requests for advice or support
* To be prepared to act as a spokesperson for APiC

## Board Members will also require:

* An understanding of and commitment to the values of APiC
* Willingness to devote the necessary time and effort
* Good, independent judgment
* Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
* Ability to work effectively as a member of a team

## Time commitment

It is a task that takes time to do properly; we estimate the equivalent of 2 hours per month, plus board meetings. The full Board meets every 6 weeks for 2 hours. As the charity develops, this time commitment and frequency of meetings may decrease.

You may also be asked to represent APiC at meetings with potential funders or influencers or to attend or work alongside staff at events and receptions.

## Member’s Interests

Board members must ensure that no conflict arises, or could reasonably be perceived to arise, betweencompany duties and your private interests – financial or otherwise. You must declare to the Board any private interests which may or may be perceived to conflict with your duties as Treasurer. The rule will require you to remove yourself from the discussion or determination of matters in which you have a financial interest. In matters where you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

1. More on the legal responsibilities of board trustees [here](https://www.oscr.org.uk/guidance-and-forms/being-a-charity-in-scotland/charity-trustee-duties). [↑](#footnote-ref-0)