

DORCHESTER ARTS

SUMMARY OF THE ROLE OF TREASURER

Along with the Chair and Vice-Chair to be a senior trustee of Dorchester Arts (DA), an active member of the Board with primary responsibility for financial governance, the monitoring and reporting of financial matters within the organisation and liaising with key partners such as Dorchester Town Council.

To work closely with both the Artistic Director and the Finance Manager to ensure the accuracy and completeness of the organisation's financial records, the appropriateness of its systems and procedures, and the adherence to these by all members of the team and volunteers.

To liaise with DA's Independent Examiners with reference to the production of the annual accounts and Trustees Report, governance issues, Charity Commission and HMRC requirements. Presenting the annual accounts and financial summary at the AGM.

To assist in the establishment of the annual budget in a timely way and to monitor the impact of current results on that projection and help identify trends that will impact on our financial performance in both the short, medium and long term. Where justified, agree with the Artistic Director and Finance Manager changes to the base budget approved by the Board and assist in a pro-active way in agreeing strategies to ensure that budgets and targets are met, or mitigation steps taken.

To be the Chair of the DA Finance Committee and organise its meetings (normally quarterly). It is in this forum where the detailed work related to budget setting and management account monitoring is carried out with the Treasurer reporting on these discussions to the main DA Board at their regular meetings.

To serve on the Board of Dorchester Arts Trading (DAT), the wholly owned subsidiary of DA which operates its bar activities, and attend meetings of DAT (normally aligned with Finance Committee meetings).

As required, work with the staff team and other board members on the financial aspects of special projects and new areas of activity (e.g. capital projects, new partnerships, lease negotiations etc)

Dorchester Arts' current Treasurer, Peter Smith, would be happy to discuss any aspect of the role with those who may be interested, with no obligation.

He can be contacted by email at smithypj@hotmail.com