

# Volunteer Role Description: Honorary Treasurer

## About the Royal Photographic Society

The Royal Photographic Society is a registered charity which aims to educate members of the public, promote the highest standards of photography and encourage public appreciation of photography. The RPS was established in 1853 and has over 10,000 members in the UK and abroad. It is the UK's leading photography organisation, realising its aims through a combination of workshops and courses, competitions and touring exhibitions, a distinctions and qualifications programme, and an annual awards ceremony. The RPS has set out its strategic plan for Photography for Everyone, to cover the period 2021-2026. Access a copy [here](#).

## About this role

The Honorary Treasurer is an Honorary Officer of The RPS and a full member of the Board of Trustees. This, along with all Board roles, is an unpaid post but allowable expenses are reimbursed.

The business of The RPS is managed by the Board of Trustees., which comprises:

- Three Officers (President – elected by members, Vice-Chair – elected by Board from the trustees, and Honorary Treasurer appointed by Board)
- Six elected members
- Up to four additional persons, appointed trustees, who may be co-opted onto the board, bringing particular skills or experience

Trustees have independent control over, and legal responsibility for, a charity's management and administration. For more information about the key duties of all trustees of charities in England and Wales, please see ['The essential trustee: what you need to know, what you need to do \(CC3\)'](#), developed by the Charity Commission for England and Wales.

## Location

This role is not limited to a specific location; however, it should be noted that regular attendance will be required at RPS HQ and other locations across the UK for various RPS and external meetings and events.

## Reporting to

The President and The Charity Commission for England and Wales.

Regular interaction with staff at RPS HQ, particularly the Finance Director and Chief Executive Officer (CEO), will also be required. A schematic showing the current structure of The RPS can be found [here](#).

## Hours

There are no set hours for this role – flexibility is essential. Historically, the minimum time commitment required to be effective in this role equates to an average of 10 hours per week. This includes attendance at a minimum of 6 trustee meetings per year.



## Role Objectives

The objectives of the Honorary Treasurer, as a Member of the Board of Trustees, is to:

1. Ensure that the RPS complies with its Royal Charter, By Laws and any Regulations (Rules) ratified by the Board of Trustees, charity law, applicable company law and any other relevant legislation or regulations;
2. ensure that the RPS pursues its objects as defined in its Royal Charter;
3. ensure that the RPS applies its resources exclusively in pursuance of its objects;
4. contribute actively to the Board of Trustees by giving firm strategic direction to the RPS, ! setting overall policy, defining goals, setting targets, and evaluating performance against ! agreed targets;
5. safeguard the good name and values of the RPS;
6. ensure the financial stability of the RPS

## Specific Additional Responsibilities of the Honorary Treasurer

1. Overseeing, approving and presenting budgets, accounts and financial statements to the Board of Trustees
2. Being assured that the financial resources of the Society meet its present and future needs
3. Ensuring that the charity has an appropriate reserves policy
4. Ensuring that appropriate accounting procedures and controls are in place
5. Liaising with executive staff and volunteers about financial matters and acting as a critical friend and/or devil's advocate
6. Advising on the financial implications of the Society's strategic plans
7. Ensuring that the charity has an appropriate investment policy, and that there is no moral, ethical or legal conflict between any investment held and the aims, objects and values of the Society
8. Monitoring the Society's investment activity and ensuring it is consistent with the Society's policies and legal responsibilities
9. Ensuring the accounts are prepared in accordance with financial best practice and meet the requirements of the regulators, funders and the relevant statutory bodies
10. Ensuring the accounts are audited and any recommendations of the auditors are implemented appropriately
11. Keeping the board informed about its financial duties and responsibilities
12. Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
13. Advising the Board of Trustees on remuneration and the rationale and justification of these, including for newly appointed executive staff.
14. Approval of trustee and chief executive expenses in the absence of the Chair
15. Approving expenditure in accordance with bank and investment mandates and the Society's financial procedures manual

## Operational Matters

The Honorary Treasurer, as a Trustee, should focus on the strategic direction of the RPS. Operational and executive decisions and matters are the responsibility of the RPS Executive under direction of the Chief Executive Officer, aided by the members of the Senior Leadership Team.

In general, where Trustees are consulted on operational or executive decisions or matters, any consultation provided is recommendation and not instruction. The final decision on operational or executive matters rests with the Chief Executive Officer. For the Honorary Treasurer, however, a working relationship with the CEO and financial team in the RPS is important in performing the role



## Code of Conduct

All Trustees whether or not holding office shall agree to abide by the letter and sentiment of the Trustee Code of Conduct.

## Membership of The RPS

All Trustees of the RPS, whether an Elected Trustee, an Appointed Trustee, a Co-opted Trustee and whether they hold office or not, must be a fully paid member (or Honorary member or Honorary Fellow) of the RPS. An Appointed or Co-opted Trustee candidate, such as the Honorary Treasurer, who is not already a member of the RPS must become a member before taking up their role as a Trustee. In the case of Appointed and Co-opted Trustees (but not Elected Trustees) such membership may be provided as Honorary Membership for the duration of their tenure as an Appointed or Co-opted Trustee

## What we are looking for

To volunteer for this role, you must be aged 18 or over and willing to be a Member or Honorary Member of the RPS. You should also hold a professional accountancy qualification or have significant similar experience in another organisation.

As well as good interpersonal, diplomacy, communication and teamwork skills, we are looking for people who are interested in the work of the RPS and are willing to give their time to help run the charity. The Honorary Treasurer should also represent the full diversity of RPS membership whilst working in the best interests of The RPS.

## What we offer

- A clear explanation of what your role involves, including relevant training opportunities.
- Appropriate resources and assistance to carry out your role.
- A full RPS induction.
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles as a trustee.
- Recognition for your volunteering.
- Agreed out-of-pocket expenses reimbursed in accordance with RPS policy.

## Additional information

The Trustee leading on this matter for the Board of Trustees is Gavin Bowyer MA ARPS (he/him). He can be contacted at [gavin.bowyer@rps.org](mailto:gavin.bowyer@rps.org) if there are any queries or further information is required.

## APPLICATIONS

To apply please send us a CV and a covering letter explaining how you would meet the role specification, detailing your relevant experience and what excites you about this role. Please also complete our EDI monitoring form, which you can download from [www.rps.org/jobs](http://www.rps.org/jobs).

Email your CV and cover letter to: [gavin.bowyer@rps.org](mailto:gavin.bowyer@rps.org) by 0900 (GMT) on 6<sup>th</sup> February 2023.

In view of the financial nature of this post, we would take up one professional reference. The reference will not be sought prior to making the provisional offer of appointment. The successful candidate will be asked for the details of a referee.



## Inclusivity

The Royal Photographic Society is committed to being a welcoming and inclusive organisation. We aim to ensure that everyone can take part in photography, regardless of their ethnicity, their sexual and gender identity, age or any other aspect of their, background or circumstances.

Don't meet every requirement of the Job Description? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification or requirement. At the RPS we are committed to building a diverse, inclusive and authentic workplace. So, if you are excited about this role but your past experience doesn't align perfectly with every criteria, we encourage you to apply. You may just prove to be the right candidate for the role. The only absolutes for this role are being over 18 and a professional accountancy qualification

