HONORARY TREASURER

Thank you for your interest in this important voluntary role with the Royal Photographic Society (RPS).

The RPS is a worldwide community of photographers, united by their love of photography. Our shared vision is for everyone to be as inspired, empowered and educated in the art and science of photography as we are.

Throughout our 168-year history, the Royal Photographic Society has grown and evolved alongside the practice of photography. This evolution has been driven by the ambitions of our members, by leaps in technology, and by changes in society.

The RPS recently launched its strategic plan 2021-26 ‘Photography for Everyone’. It consists of twenty-one ambitious programmes, all of which are underpinned by supporting aims around inclusion, environmental and social responsibility, member involvement, financial sustainability and profile raising. Some programmes are a continuation of past activities but eleven are new - providing an opportunity for the RPS to engage with new audiences to inspire, supporting their creativity and connect them to a wider community of photographers. More info at www.rps.org/strategy
THE ROLE

The Honorary Treasurer is a general trustee of the Royal Photographic Society, but in addition has particular responsibilities to maintain an overview of Society’s activities, ensuring they remain sustainable and that we use our resources effectively to achieve the organisation’s strategy, aims and objectives. They also need to ensure the Society maintains the highest level of financial governance and reporting.

As an appointed Trustee, the Honorary Treasurer is a full voting Member of the Board of Trustees.

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

1. Ensure the RPS complies with its Royal Charter, By Laws and any Regulations (Rules) ratified by the Board of Trustees, charity law, applicable company law or any other relevant legislation;
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.
In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has particular expertise.

**ADDITIONAL RESPONSIBILITIES**

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 DECISIONS

The Honorary Treasurer, as a Trustee, should at all times focus on the strategic direction of the Society and avoid any involvement with operational or executive decisions and matters. 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.

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.
PERSON SPECIFICATION

MEMBERSHIP OF THE RPS

All Trustees of the RPS, whether an Elected Trustee, an Appointed Trustee, a Co-opted Trustee and whether or not holding office, must be a fully paid-up Member (or Honorary Member or Honorary Fellow) of the RPS. An Appointed or Co-opted Trustee candidate 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 expressly not Elected Trustees) such membership may be provided as Honorary Membership for the duration of their tenure as an Appointed or Co-opted Trustee.

PERSONAL QUALITIES

- Honesty, integrity and a robust commitment to work for the sustainable development of the RPS and for the benefit of its Members and beneficiaries.
- A strong and visible passion and commitment to the RPS, its charitable objects, its strategic objectives and its wider cause.
- Strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Able to commit time to expertly deliver on the role of Trustee.
- Willing to work out of normal office hours and to travel occasionally for RPS purposes.

EXPERIENCE

- Operating at a leadership level (ideally as a member of a management team) within an organisation of similar size or structure to the RPS.
- Routine accountancy skills and experience gained at a leadership level.
- Demonstrate a successful track record of achievement through their career and particularly in audit, financial management, accountancy and investments.
- Some experience of charity governance is desirable.
- Some experience of delivering presentations.
KNOWLEDGE AND SKILLS

• A qualified accountant at Chartered level or equivalent.

• Evidence of the maintenance of knowledge, skills and experience relevant to best practice in accountancy and financial management.

• Some knowledge and understanding of facilities management.

• Some knowledge and understanding of the photography sector to encompass history, fine art, professional and amateur segments, and current issues affecting that sector.

• Familiarity with partner and competitor organisations in the photography sector.

• Some financial management expertise and a broad understanding of charity finance issues.

KEY COMPETENCIES

• Strategic Thinking

• Translating Information to Insight to Action

• Effectiveness in Meetings

• Bringing Coaching and Constructive Challenge

• Representing the Society

• Inclusion and Diversity Mindset

APPLICATIONS

To apply please send us a completed application form and a covering letter explaining how you would meet the role specification, relevant past experience, what excites you about photography. You can find the application form, as well as the required EDI monitoring form, here: www.rps.org/jobs

Email your CV and cover letter explaining how you meet the role requirements to: kate@rps.org by 0900 (GMT) on 7 March 2022.

The Royal Photographic Society is committed to being a welcoming and inclusive organisation. We encourage all qualified applicants, regardless of their ethnicity, their sexual and gender identity, age or any other aspect of their identity, background or circumstance.