



Treasurer - The Care Forum (TCF)

Location: Remote (Board meetings are held online), with the expectation of attending two face-to-face development days per year.

Time commitment: We have six Board meetings per year (including the two face-to-face development days). Trustees are expected to attend these and spend sufficient time reading the Board papers in advance. The Treasurer is also expected to have regular meetings with the CEO and Senior Finance Manager when required. There may be other events trustees are invited to attend, and other opportunities to get involved (e.g., learning events, stakeholder sessions, programme visits).

Terms of office: Our trustees have a term of office of 3 years and are then eligible for re-election with no maximum term limit. Re-election will take place during the AGM.

About TCF

TCF is an independent charity working in health, social care and wellbeing across the South West. Our mission is that people receive the quality of health and care they need; communities are better engaged; and people know that their voice is heard. We work with individuals and communities (including people who are not always heard), and alongside VCSE partners, commissioners and providers, to promote health and wellbeing and to challenge inequalities in health and care. Our values are **Empowering** (removing barriers and giving people a voice), **Influencing** (shaping and creating change that matters) and **Collaborating** (bringing people, communities and organisations together for a purpose). Our work includes public voice and involvement programmes (including local Healthwatch), community information and signposting (e.g., Well Aware), and lived-experience led engagement and system change.

Overall purpose of the role

Our trustees are legally responsible for the governance of the charity. This means they must make sure that TCF achieves its charitable objectives, which are set out in our governing document. Trustees ensure that we have a clear strategy, and that our assets and resources are only used for charitable purposes. Trustees make sure that

we operate in line with relevant laws and regulations, including charity law and (where applicable) the Charities and Companies Acts.

Trustees have a collective responsibility – they work together for the best interests of TCF, and the people and communities we exist to serve.

As Treasurer, you will play a key role in ensuring TCF remains financially sustainable and compliant, while supporting strategic decision-making. You will work closely with the CEO and our Senior Finance Manager to provide oversight, guidance, and assurance to the Board.

Main responsibilities

Finance

- Support oversight of financial strategy and ensure alignment with TCF's business plan.
- Support the CEO in maintaining robust financial controls and accurate reporting.
- Lead on the appointment of external auditors and ensure compliance with Charity Commission and Companies Act requirements.
- Provide financial mentoring to staff where needed.
- Contribute to procurement decisions and annual pay reviews.

Governance

- To understand TCF's charitable objectives, vision, values and strategy, and ensure the organisation operates in accordance with them.
- To help set and steward TCF's strategy (including financial sustainability), and to monitor delivery and impact, particularly on health and care inequalities and community engagement.
- To use your skills, knowledge and experience to further our work, putting aside any personal interests, and declaring any conflict of interest if/ when they arise.
- To identify and help manage key risks to TCF (e.g., delivery risk across commissioned services such as Healthwatch, safeguarding, reputational risk, data protection, and financial risk) and ensure they are monitored.
- To contribute towards an annual review of the Board's performance.
- To help identify, recruit and induct new trustees (and the chair), with attention to ensuring the Board reflects the diversity and lived experience of the communities we serve.
- To attend and contribute to meetings of the Board as relevant and undertake agreed tasks between meetings.
- To uphold any policies and procedures relevant to the trustee role including confidentiality, safeguarding and data protection.

- To uphold and contribute to our approach to equity, diversity, and inclusion.
- To carry out any mandatory training

Working with staff/ volunteers

- To understand and maintain boundaries between the governance perspective of the Board, and the work of any staff and volunteers.
- To provide support and challenge to the CEO and other staff to ensure they are carrying out their roles and achieving the set objectives for TCF
- To help with the recruitment and/or induction of the Chief Executive/senior management as required.

Representing TCF

- When required to speak on behalf of TCF, represent the Board's agreed position in line with our values of Empowering, Influencing and Collaborating.
 - When required, act as an ambassador and champion for TCF across our networks, VCSE partners, communities, commissioners and providers, helping to build relationships that strengthen people's voice in health and care.
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Interested?

For an informal conversation, please email: info@thecareforum.org.uk