

Honorary Treasurer

This role description should be read in conjunction with the Terms of Reference for the Board of Trustees, along with the Trustees Code of Conduct. Trustee roles are subject to meeting Charity Commission eligibility criteria for trustees available [here](#). No individual should stand for election to a trustee position or serve in that position if they do not meet the criteria or have been disqualified. Charity Commission auto-disqualification information is available [here](#).

The Charity Commission provides useful [5 minute guides](#) on what it entails to be a trustee. You can also click [here](#) to access video resources for Charity trustees.

The Honorary Treasurer is a LI corporate member with broad understanding of the Institute. Alongside contributing to the collective leadership and governance as a member of the Board of Trustees, the Honorary Treasurer is also a member of Advisory Council.

The Honorary Treasurer provides non-executive oversight of the Institute's financial affairs and provides an active role in enabling the Board of Trustees to fulfil its financial duties. While all trustees are collectively responsible for the management of the LI's resources, it is the role of the Honorary Treasurer to provide advice, assistance and information to the Board of Trustees on their responsibilities for financial stewardship, planning, risk management and audit.

The Honorary Treasurer also acts as the leading interface between the Board of Trustees, Advisory Council and the senior leadership team on financial matters. It is a non-executive role and there is no managerial responsibility for staff or budget, unless delegated by the Board for a specific purpose during the course of their term.

All Officers work together to support each other, ensuring there are appropriate delegations of authority and oversight of those delegations in place.

Main Duties and Responsibilities

In addition to those duties and responsibilities performed by all [trustees](#) the Honorary Treasurer has the following specific delegations:

1. To chair the Finance & Risk Committee (FRC) ensuring that it delivers the functions, proceedings and duties set out in its [Terms of Reference](#).
2. To chair the Board of the subsidiary trading company of the Landscape Institute
3. To ensure there is effective and timely presentation of budgets, internal management accounts, annual financial statements and any major financial and non- financial risks or variances to the Board and advising on the financial viability of the organisation
4. To advise on the financial implications of the Institute's strategic plan
5. To ensure, there is close co-operation between the Chief Executive, the Head of Finance and the Finance & Risk Committee
6. To oversee the implementation of and monitoring of specific financial controls and adherence to systems
7. To present the Trustees Report and Financial Accounts at each Annual General Meeting.
8. To champion the use and investment of financial resources in line with the Institute's ethical and environmental principles

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9. To champion the LI's commitment to be net zero in terms of carbon emissions as an organisation by 2029

Personal credentials:

1. Have a suitable understanding of financial management and strong business acumen
2. Knowledge of risk and assurance; skills and expertise to understand risk and investments
3. Relevant experience and proven skills as a chair of a committee or partnership
4. High level of understanding and interest in Landscape professions
5. Demonstrable commitment to the values and principles of the Institute
6. Commitment and ability to work effectively and collaboratively with others
7. Sound, independent judgement; ability to make sound, impartial decisions in relation to finance and risk
8. Clear understanding and acceptance of the legal duties, liabilities and responsibilities of a trustee
9. Ability to effectively communicate financial matters to a wide audience