

TRUSTEE PERSON SPECIFICATION

Each trustee should have (* denotes 'desirable'):

Skills and abilities

- Communication skills
- Financial skills*
- IT skills*
- Ability to think creatively
- Expertise in business*
- Ability to work effectively as a member of a team and to take decisions for the good of the Festival
- Ability to apply the principles of: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Knowledge

- Knowledge of arts/creative sector
- Knowledge/awareness of the Liverpool Irish community
- Knowledge/awareness of historical/heritage/cultural issues
- HR expertise/knowledge*
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Experience

- Previous Board experience, particularly in the charitable, arts or voluntary sector*

Personal style and behaviour

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Creativity/inspiration/Strategic vision
- Good, independent judgement
- Willingness to speak their mind

SPECIFIC ROLE DESCRIPTION FOR THE TREASURER

The Treasurer will monitor, review and report on the financial aspects of the Festival and ensure its sustainability. The Treasurer works with the Festival Director and *LIF's* auditors to ensure that the Festival's financial affairs are legal, constitutional and within accepted accounting practice. Generally the Treasurer helps trustees carry out their financial responsibilities by:

- presenting financial reports to the board in a format that helps the board understand the charity's financial position
- sharing a financial report at each Board meeting
- advising the board on how to carry out its financial responsibilities
- liaising with professional advisors
- managing financial risks
- overseeing the preparation and scrutiny of annual accounts that give a true and fair view of the financial affairs of the company
- when necessary, taking on some financial duties, such as book-keeping, budgeting and preparation of reports and funding bids.

The Treasurer files the annual report and accounts with *Companies House* and completes the annual return for the Charity Commission.