



# Eczema Outreach Support Volunteer Trustee Treasurer Role Description

**Do you have accounting experience, especially from the charity sector and want to make a lasting difference to children and young people affected by eczema?**

Eczema Outreach Support (EOS) is a UK-wide charity supporting children and young people with eczema and their families. We want every child with eczema to know they are not alone and to thrive. We are a small team making a big impact and we couldn't do this without the support and expertise of our trustees.

We are looking for a **Treasurer** to join our team of experienced and new trustees to lead EOS as it moves into an exciting new strategic period.

Personal experience of eczema is not essential however, a commitment to making the lives of families facing this unpredictable condition better is vital.

## **What will you be doing?**

While financial matters are the responsibility of all trustees, we are looking for a Treasurer with an understanding of (preferably charity) accounts and financial risk management to take the lead on behalf of the Board.

As Treasurer you would:

- Monitor the financial administration of the charity through quarterly meetings with senior staff
- Chair the Finance Sub-committee that usually meets every quarter in advance of board meetings
- Report to the Board of Trustees on financial matters
- Support senior staff with the charity's financial risk-management process
- Act as a signatory for bank matters, including on occasion authorising payments
- Present the annual accounts at the AGM in the Autumn.



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Eczema Outreach Support is a Scottish Charitable Incorporated Organisation registered with the Scottish Charity Regulator. Scottish Charity Number SC042392

As a trustee you would be part of the EOS Board who are responsible for the strategic oversight of the organisation, managing risk and overseeing the organisation's finances. This is a strategic role with the charity operations being carried out by the staff and volunteer team.

All trustees:

- Attend quarterly online Board Meetings in January, April, July and October. These usually take place on a weekday evening between 7pm and 8:30pm
- Attend the AGM, online, usually in the Autumn during a weekday evening
- Attend the annual away day (in-person, full day during the week). Accommodation & travel expenses can be reimbursed.

### **Where will you be based?**

Trustee meetings, senior staff meetings and the AGM all take place online via Zoom. Our Away Day is an in-person event usually in Edinburgh.

### **Skills and Experience**

The following would be helpful for the role:

- Experience as a finance professional. A knowledge of charity accounts is an advantage, however please still get in touch if you have an enthusiasm to learn and can draw from sound commercial experience
- Willingness to play an active role in supporting senior staff with financial management.
- Ability to think creatively and strategically, exercise independent judgement and work effectively as part of our team of trustees
- A strong commitment to equity, diversity and inclusion
- Enthusiasm for our vision, values and delivering our strategic plan to ensure that children and young people with eczema can thrive
- Willingness and ability to understand and accept your responsibilities and liabilities as trustees and to act in the best interests of EOS

**We want to strengthen the diversity of our team. We strongly encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.**

### **What support will you get?**

The Chair of the Board will support you in your role. You will also work closely with our CEO and COO. You may be offered to attend relevant training courses and may attend a



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Board Meeting on a trial basis before committing to the role so you can learn more about EOS and how we operate.

### **Out of Pocket Expenses**

As this is a voluntary role, you won't be paid for your time, but we will reimburse all reasonable expenses in line with our Expenses Policy.

### **Safeguarding**

EOS is committed to keeping everyone we work with safe. We have robust safeguarding policies and procedures in place and will provide you with training relevant to your role. If you ever have a concern about anyone you come into contact with during your volunteering, please speak to our CEO or the Chair of the Board immediately. Trustees are expected to complete some online safeguarding training.

### **General**

To keep everyone safe and supported, all trustees must operate within EOS's policies and guidelines relevant to their role. In particular, you must agree to and follow the EOS Code of Conduct for Trustees. At the start of every Board Meeting, trustees are also asked to declare any conflicts of interest.

### **What difference will you make?**

As Treasurer, you will play a crucial role in shaping the financial stability and growth of EOS. Your expertise will directly impact our ability to support children and young people and their families facing eczema. With your help, we can make sure that they will thrive.

### **Useful Links**

- Trustee responsibilities: [www.oscr.org.uk/managing-a-charity/trustee-duties/](http://www.oscr.org.uk/managing-a-charity/trustee-duties/)
- Eczema Outreach Support: [www.eos.org.uk](http://www.eos.org.uk)
- EOS Safeguarding Policy: [www.eos.org.uk/healthcare-professionals/policy/](http://www.eos.org.uk/healthcare-professionals/policy/)
- EOS Annual Accounts: [www.eos.org.uk/annual-report/](http://www.eos.org.uk/annual-report/)

### **How do you apply?**

If you are interested in applying for the role or want to find out more then please contact Suzi Holland, CEO, on [suzi@eos.org.uk](mailto:suzi@eos.org.uk) or 07915 417 676.

Our application process is as follows:

1. Informal chat with CEO, Suzi Holland
2. Send your CV to [suzi@eos.org.uk](mailto:suzi@eos.org.uk)



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3. Interview with Chair of the Board and one other trustee, either online or in person to suit you
4. Trial Board Meeting
5. One trustee will nominate you to join the Board at the next Board meeting.



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