

Treasurer

Wooden Spoon Region

Voluntary Role (Principle Officer)

Changing the lives of disadvantaged and disabled children and young people

As Treasurer, you look after the Region's accounts and finances. A Region cannot succeed without raising and managing money, so it goes without saying this is a crucial role.

What you'll get out of it

You'll help change the lives of disabled and disadvantaged children and young people. You'll use and develop your financial skills. You'll grow your network in rugby and your local community.

Ideally, you'll need to be

- Financially knowledgeable, with skills covering budgeting, accounting, reporting and investment.
- Organised, methodical and analytical.
- Able to work as part of a team.
- Familiar with (or willing to learn about) the vision, mission, values and processes of Wooden Spoon.
- Honest and trustworthy

What you'll do

- Keep records and present regular statements and reports on the Region's financial position.
- Oversee financial systems, controls and record keeping within the Region.
- Ensure compliance with Wooden Spoon policy and relevant legislation including fundraising regulation and conditions on use of funds.
- Advise on the regional team's fundraising strategy, working with Event Coordinators and Fundraisers to ensure financial viability and accurate reporting
- Request payment of bills and transfer of funds for event costs, approved merchandise and other costs the region may incur.
- Share financial information with the Wooden Spoon National Office Finance Team, including:
 - Checking the National Office's Sage Accounting records accurately reflect Regional activity
 - Requesting Event/Project Codes for each new event
 - Depositing donations and income received by yourself and the Regional Team
 - Ensuring funds raised in the Region are allocated to fund projects in the Region.
- Represent your Wooden Spoon Region at local events.
- Participate in Wooden Spoon's National Annual Conference (where possible to attend).

How much time it will take up

- The commitment will vary depending on the activity of the Region and the team.
- An estimate of 1-3 hours a week

What support you'll have

- Regional volunteers operate as a team, collaborate and support each other, under the leadership of the Regional Chair.
- All new Wooden Spoon volunteers are guided through a National online induction programme.
- You will be supported by the National Wooden Spoon Team at Fleet, in particular by the Finance Team including the Finance Officer and Administrator.
- Treasurer Resources to ensure good financial practice e.g. paying in book, account details...
- You will be given access to the Wooden Spoon Handbook which is an operational guide for Regional chairs and team members.
- It is expected that reasonable out of pocket expenses will be reimbursed by the Region by prior agreement with the Chair and Secretary.

Who can apply to volunteer

- You'll be at least 18 years old.
- We will ask you for references and to complete an enhanced DBS check.
- You will be able to undertake this voluntary role from your home base and will need to be able to travel to and across your Wooden Spoon Region.
- All Regional volunteers are ambassadors for the vision mission and values of our charity.
- We expect volunteers to adhere to the Wooden Spoon Volunteers' Charter at all times.

Background

Wooden Spoon is the **children's charity of rugby**, funding life-changing projects to support disadvantaged and disabled children and young people.

Since our founding in 1983, we have distributed in excess of **£25 million** to more than **700 projects**, helping over **1 million** disabled and disadvantaged children.

Our rugby heritage gives us our core values of **passion, integrity, teamwork** and **fun**, which drive everything we do.

Our Vision is that every child and young person, no matter what their background has access to the same opportunities. **Our Mission** is to positively transform the lives of children and young people with a disability or facing disadvantage across the UK and Ireland.

Our roots lie in rugby and our future is shaped by it. The sport provides us with a purpose in making a positive difference **changing children's lives** through the **power of rugby**.

Wooden Spoon **Regional Teams** are at the heart of our charity and are vital to promoting our cause. Our Regional teams serve the needs of disadvantaged and disabled children and young people by **raising** and **investing** money locally.