

Job Description/Person Specification

Job Title: Treasurer – Board of Trustees

Salary: Voluntary Post

Hours: Quarterly Board Meetings and additional planning meetings as required

Post-Adoption Centre (PAC) is a small, innovative charity based in Kentish Town, London. For 20 years PAC has played a leading role in the development and provision of support services for all those involved in adoption and the professionals who work with them. We provide a comprehensive range of therapeutic services including an advice line, counselling, child and family work, as well as training. Our services are commissioned by 33 local authorities in the south east and were described in a 2006 Commission for Social Care Inspection (CSCI) report as “excellent”.

PAC’s board of trustees (Council of Management) consists of 10 members from a range of backgrounds, some of whom have been involved with adoption. Trustees play a vital role at PAC. They are at the forefront of effective development and delivery of a comprehensive range of services.

Main Duties

The duties of the trustees are detailed in PAC’s Job Description for Council Members and include the following:

- To attend all Council of Management meetings, which are held on a quarterly basis from 6.00 – 8.30pm.
- In addition, to attend one meeting per year that is allocated to strategic planning.
- To contribute to different working groups which are of particular relevance to their skills.
- To ensure that PAC complies with its charitable objectives and applies its resources exclusively for the purpose set out in its objects.

The Treasurer’s responsibilities are:

- To ensure that PAC’s finances are stable and that its funds are properly managed. The Treasurer will receive monthly financial year to date reports from the Operations Manager for monitoring purposes and will be kept up to date with all fundraising efforts.
- To liaise closely with the Operations Manager and Director in setting budgets and reporting to the board on the state of PAC’s finances.

PAC’s Equal Opportunitites Policy is attached and is part of the terms of employment.