

## Eating Better Board of Trustees - Treasurer role

**Will you join us? Can you volunteer your time to help change the food system, and reduce consumption of meat and dairy to create a healthier, more sustainable world?**

### **Key information**

**Location:** remote, with the occasional in-person meeting, usually in London

**Salary:** unpaid, voluntary position (occasional travel and meeting expenses are reimbursed)

**Term of service:** three years, with the possibility of future renewal by mutual agreement

**Hours:** approximately 6-8 days per year

**Reports to:** Chair of the Board

This is an opportunity to join Eating Better's Board of Trustees as our Treasurer, contributing to the charity's good governance, development, financial planning and the smooth running of the Eating Better alliance.

If you feel you can provide financial guidance, oversight of Eating Better's accounts, and support with meeting our financial reporting requirements as a charity, we'd like to hear from you. Our Board of Trustees is a friendly, collaborative and effective group that helps us strengthen and uphold the vision of the Eating Better alliance. Although most of our existing Trustees have been drawn from within the alliance, we would welcome the right person from any sector.

### **About us**

[Eating Better](#) is a UK-based NGO alliance of 65 environmental, animal welfare, public health and social justice organisations. We are working to accelerate the transition from producing and eating too much meat and dairy, to a fairer, healthier and more sustainable food system that is better for people, animals and nature.

We provide a forum for members to share ideas, discuss different approaches and work together. Our thought leadership enables the development of joint strategies used collectively to influence public and political discourse and to underpin the development of shared asks of policy makers, the public sector and industry. A key area of our work is to facilitate consensus-building and cross-sectoral collaboration through workshops and events, and through the production of joint research and resources. Our overall aim is to achieve a just transition to a healthier, more sustainable and accessible food system, for people across all cultures and backgrounds in the UK.

We are a registered charity (no.1175669) governed by the Board of Trustees. We receive funding support from alliance members, trusts and foundations and individuals. For a list of our current funders and to read our funding statement, click [here](#).

## Diversity, Equity and Inclusion

We are keen to increase the diversity of our board, and welcome applications from under-represented groups including, but not limited to, people of colour, LGBTQIA+, different age groups and people with disabilities. In the past year we have created a Diversity, Equity, and [inclusion framework](#) and we know this journey needs to start within our team and our Board of Trustees. If you have not sat on a Board before, we will support you to get established in the role. We see recruitment for the Treasurer as a real opportunity to welcome someone from outside the sector, from an under-represented group, or with unusual experience or background. We will make necessary adjustments to make the recruitment process equally accessible to everyone, so please ask us if you feel there is a barrier to your application.

## Eating Better Board of Trustees

The [Trustees](#) serve as the accountable body for sound financial and organisational management of the alliance, working closely with the Executive Director and staff team. They also advise on alliance strategy and development.

## The person

We are looking for someone with the experience to help guide our financial operations and help us succeed in our mission to achieve a transition to a healthier, fairer and more sustainable food system. If you are passionate about food and how it connects public health, animal welfare and the health of our planet, consider joining our unique alliance to help us make real change.

## Qualities

### Key

- Experience in financial accounting and reporting procedures
- Strategic financial planning skills
- Understanding of organisational management
- Ability to communicate financial information to those who may have little or no financial background

### Desirable

- Experience of NGO and/or alliance function and culture
- Trusts and foundations fundraising experience
- Personal interest in sustainable diets

## Personal attributes

Our Trustees value teamwork and friendly collaboration where everyone's voice is heard.

- Organised and responsive
- Generous with their expertise and networks to support Eating Better's work
- Committed to the time requirement for the role

## Remuneration

This is an unpaid, voluntary position.

## Term of service

We would ask for a commitment to serve as Treasurer for three years, with the possibility of future renewal by mutual agreement.

## Time commitment

The role of Treasurer is an important function and responsibility for Trustees. The time commitment for the role would be in the region of 6-8 days per year and includes 4 online quarterly Trustee Board meetings and our AGM, 4 online pre-board meeting finance review meetings, 2 in-person days (a strategy workshop day and the annual member event) and support with annual reporting, funding bids, and scrutiny and sign-off of Eating Better's annual accounts on behalf of the Board. Occasional availability is required to advise on finance-related decisions, fundraising, reporting to Trustees and development of financial management systems.

## Full role description

The purpose of this role is to contribute to the charity's good governance, development, financial planning and management and support the Chair, Trustees and Executive Director.

## Responsibilities

The Treasurer's key responsibilities are to:

1. Ensure, together with the Executive Director and Chair, the financial stability and development of the Charity - in particular by advising the Board to adopt the Annual Budget, as well as monitoring regular financial reporting
2. Ensure the financial affairs of Eating Better are conducted within legal requirements, accounting conventions and good practice
3. Review and approve budgets and cashflow projections with the Executive Director on a quarterly basis

## Main Duties

The Treasurers' main tasks are to:

1. Ensure the board fulfils its financial responsibilities as a charity
2. Ensure proper systems exist for budgeting, financial control, insurance, and reporting
3. With the Executive Director, keep board members informed on finances of Eating Better by written report, at least on a quarterly basis
4. Communicate with relevant staff and other board members so as to maintain a clear picture of the financial health of Eating Better
5. Ensure compliance and regulations requirements as appropriate
6. Ensure financial reports are comprehensible and properly discussed
7. Ensure financial reports are provided in the proper format and at the proper time, as required by other bodies in law
8. Ensure the appointment of auditors or independent examiners
9. Provide a financial report to members on an annual basis

10. Ensure the board develops a long-term financial strategy for Eating Better with objectives which can be monitored
11. Monitor progress in budget implementation
12. Ensure appropriate financial goals are set for the resources available to Eating Better.

### **Benefits of the role for trustees**

- You will contribute to the mission of the alliance
- You will gain strategic, governance experience through overseeing the organisation
- You will expand professional networks

### **Recruitment details**

If you would like to discuss this role, please contact [Julia Kirby-Smith](#), Chair of the Board, or Sarah Wakefield, Executive Director.

To be considered for the role please send your CV and a one page cover letter to [Myrto Williams](#). The deadline is **29th July**. Shortlisted candidates will be contacted to arrange an online interview. Upon request, we will make any reasonable adjustments to our process to ensure equal access and opportunity to all.

### **Deadline for applications 29th July**

Shortlisting - 29th July - 9th August

Interviews will be conducted **15th August and 22nd August**

**First Board meeting 17th October**