



## **Trustee and Financial Lead Role Description**

### **1. About SPUD**

SPUD is a charity focused on arts, architecture, and education committed to creating experiences that foster confidence, support career development and strengthen communities.

Our purpose is: "To support the wellbeing and ambition of communities through creativity and collaboration in arts, architecture and education."

Our approach is collaborative, meaningful and ambitious. We champion the voices of individuals and underrepresented groups, ensuring they are heard within our communities and partnerships.

Driven by a focus on success, SPUD takes a professional approach to deliver impactful projects.

We empower people to create, connect, and share, recognising that even small actions can spark lasting joy and positive change.

We work with people and communities, including:

- Young people looking to be involved in their community through a range of creative opportunities.
- People of all ages through participation in creative activities.
- Artists and other creative professionals through collaboration, professional development and business opportunity.

We work in and around the New Forest as well as regionally, nationally, and internationally.

SPUD was incorporated as a Charity (CIO) on 5<sup>th</sup> February 2015

### **2. The role of the Board of Trustees**

The role of the Board of Trustees is to provide governance and active support to the organisation in achieving our purpose and the difference SPUD is seeking to make.

All Trustees have a responsibility to actively work with their fellow Trustees to:

- Champion SPUD's purpose and activities.
- Ensure that SPUD pursues and applies its resources to the objects as defined in its governing document.
- Ensure good governance and management in sustaining SPUD's financial stability and statutory compliance.

- Ensure the organisation complies with all relevant legislation, including charity commission and company law and other associated financial regulations. Charities Act 2011, Companies Act 2006 apply due to SPUD being a CIO (Charitable Incorporated Organisation).
- Place equalities, diversity, inclusion and safeguarding at the core of SPUD's strategic purpose and delivery
- Develop, approve, implement, monitor and evaluate operational strategies and policies.
- Ensure SPUD takes actions and works on continuous improvement in reducing the organisation's environmental impact in the delivery of its work
- Ensure funders requirements are met.
- Support fundraising as appropriate.
- Provide their skills, knowledge and expertise to contribute actively to the continued development and success of SPUD, engaging with programmes and activities, working with the Director and Trustee colleagues.
- Take part in any Trustee development or necessary processes to ensure governance.
- Act as an ambassador and advocate for SPUD across personal and professional networks and the wider community.

### **3. Skills and qualities of all Trustees**

- A clear understanding of SPUD's purpose and activities.
- An understanding of their responsibilities and liabilities as a Trustee and to act in the best interests of the organisation.
- Ability to bring their skills, knowledge and expertise to contribute to discussions, exercising good independent judgement, and working effectively as a board member.
- A commitment to equity, diversity and inclusion.

The Trustees meet five times a year currently at 5.30pm for 2 hours. In between there may be two to three informal meetings to focus on particular topics or issues; working groups may be formed for particular tasks. Meetings are in person or online.

As a Trustee you agree to:

- Attend meetings in person or online.
- Be up to date with the business of the company.
- Be prepared for each Trustee meeting.
- Offer timely input, feedback and responses when requested.
- Attend Spud exhibition launches and activities when possible.
- Advocate for the organisation where and when appropriate.
- Undertake an initial Trustee term of three years.

#### **4. Finance Lead role and responsibilities**

As a key member of the Board, you will help ensure the organisation remains financially resilient, well-governed and ambitious in delivering its charitable mission. Your financial insight will support confident decision-making and enable SPUD to thrive and grow. This is a strategic governance role rather than a day-to-day operational position. Financial administration is managed by the Director and Operations Manager, with support from an independent accountancy firm. Your contribution will focus on oversight, guidance and leadership at Board level.

##### **Strengthening Financial Sustainability**

- Provide strategic oversight of SPUD's financial health and resilience.
- Ensure effective financial policies, procedures and internal controls are in place.
- Support the Board in understanding and fulfilling its financial responsibilities.

##### **Championing Transparency and Compliance**

- Oversee the presentation of budgets, management accounts and annual financial statements.
- Ensure compliance with statutory and funder reporting requirements.
- Act as a liaison with the independent accountant and examiner.

##### **Enabling Confident Decision-Making**

- Advise on the financial implications of strategic plans and new initiatives.
- Support the development and oversight of an appropriate reserves policy.
- Help trustees interpret financial information to inform bold and responsible choices.

##### **Contributing as an Engaged Trustee**

- Work collaboratively with the Chair, Director and fellow trustees.
- Contribute actively to Board discussions and governance.
- Support recruitment or other governance processes when appropriate.

The time commitment is 5 meetings per annum, and around 6 days a year. Which may be more depending on the level of involvement in SPUD's work.

The role is unpaid. SPUD will pay reasonable expenses in connection with carrying out Trustee duties in accordance with SPUD's expenses policy and the production of receipts.

#### **4. Appointment**

The Finance Lead is appointed by the Trustees from within the Trustee Board for a term of two years. And may be re-appointed for a further two years.