

## Volunteer Business Board Treasurer

**Remuneration:** This volunteer role is not accompanied by any financial remuneration, although travel expenses may be claimed.

**Reports to:** Elected Chair of the Kidscan Business Board

**Location:** Manchester

The Kidscan Business Board will aim to unite the Manchester business community in order to raise funds and awareness for research into new and improved treatments for children with cancer.

Board members will work collaboratively to plan and deliver engaging fundraising events, utilising their business networks to achieve a target annual income of £100,000.

As a board member you will contribute to the success of the Kidscan Business Board by:

- Planning and delivering key fundraising events, ensuring fundraising activities are cost-effective, ethical and all fundraising guidelines are followed
- Actively engaging in advocacy and networking to promote Kidscan Children's Cancer Research whilst educating the public about childhood cancer research and the issues surrounding current treatments
- Working with our dedicated Corporate Fundraising Manager to identify prospective corporate partners and work to develop effective relationships
- Analyse relationships with current and prospective funders (major donors, trusts & foundations) and work with the Kidscan team to develop individual strategies to strengthen and ignite those relationships

In your role as Treasurer, you will be responsible for the following:

- Processing and banking monies raised by the board
- Maintaining accurate records of all money raised and spent
- Following Kidscan financial guidelines, and reporting regularly to Kidscan
- Keep the board up to date with funds raised, including a treasurer's report at each board meeting

### Person Specification

- Experience of working as part of a committee or within a team
- We are looking for those with experience of fundraising or volunteering
- The right candidate will come from a business, charity or finance background

### You will demonstrate:

- A passion for the mission of Kidscan Children's Cancer Research
- Strong communication skills
- Ability to utilise your professional networks to engage new supporters
- Knowledge of bookkeeping and financial management
- Good financial analysis skills.

### **Time Commitment**

Each member of the committee will be expected to commit a minimum of 2-4 hours per month which may increase depending on any fundraising activities established. The committee will be expected to meet at least 6 times per year in person or via conference call and all members will be expected to actively participate in meetings contributing to the discussion and sharing ideas, contacts and networks.