

Trustee and Chair of Business Committee

Off The Record Twickenham (OTR) is a registered charity providing the only drop-in counselling, information and sexual health service for young people aged 11 – 24 who live, work or study in the borough of Richmond upon Thames. We provide help early when it is most needed. Our team help improve the emotional and mental well-being of c1,200 young people a year at a time when they are experiencing unprecedented levels of stress and anxiety.

We are looking for somebody to chair OTR's Business Committee.

Currently, OTR has a Board of ten trustees who meet in person in Twickenham six times a year. The Board has three sub-committees – Operations and HR, Business and Infrastructure and each trustee is also on one of these sub-committees.

The role of the **Business Committee** is to:

- Review management accounts, statutory accounts budgets and financial forecasts
- Review cash flow forecasts and banking arrangements
- Recommend the annual budget and the annual statutory accounts to the Board for approval
- Monitor fundraising strategy, fundraising applications and the level of fundraising achieved
- Ensure that OTR has appropriate financial controls in place and that these are being applied
- Keep the board educated and informed regarding financial and fundraising issues

The Chair of the Business Committee leads this committee, which meets via zoom six times a year, and they also liaise with Off The Record's Business Manager, who has day to day responsibility for all the above matters, and with OTR's Manager and Chair of Trustees. They may occasionally be required to liaise with existing and potential funders to explain the financial position of OTR and they will also need to do this annually at OTR's AGM.

Although for external purposes, we need to call the person who is appointed 'OTR's Treasurer', it should be understood that this is not a hands-on Treasurer role.

Applicants must have good interpersonal skills and be qualified accountants.

Overall time commitment (including attendance at meetings) is around 8 hours per month, although some periods will be busier than others (e.g. year-end).

If you are interested in finding out more about this position, please contact OTR's Chair of Trustees, Peter Jenkins, at chair@otrtwickenham.com.