



Trustee Role Description (Treasurer)

Trustee Role Purpose

Trustees are responsible for the overall governance and strategic direction of MARINElife, developing its aims, objectives, and goals in accordance with the Memorandum and Articles of Association, charity policies, legal and regulatory obligations.

The trustees carry out business on behalf of the charity. In your role, as a trustee, you will help to protect the wealth and assets of the organisation. You will be legally responsible for the assets and any debts.

The Trustee **Treasurer** will additionally oversee all financial aspects of the charity, on behalf of the board of trustees, to ensure its short and long-term viability. The Treasurer will assist the chair, other honorary officers, and MARINElife staff in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

Trustee Responsibilities

- Ensure that MARINElife complies with guidelines, legislation and any other legislation or regulations
- Make sure that MARINElife pursues defined goals in line with its stated objectives.
- Attend Board of Trustees meetings and contribute to the board's role of providing strategic direction and supporting the development of policies, goals, and targets
- Scrutinise MARINElife board papers and other communications
- Maintain confidentiality about any sensitive or confidential information received in the course of duties as a trustee
- Monitor MARINElife's financial position, ensuring that it operates within its means and that there are clear lines of accountability for financial management:
 - Ensure the financial stability of the organisation.
 - Ensure that MARINElife's resources are used only to pursue legitimate objectives
- Maintain the good name of the organisation.
- Ensure that the administration of the company is carried out efficiently.

Treasurer/



Treasurer Responsibilities

In partnership with the Chair and administrative staff, the Treasurer will:

- ensure that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity, and that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board.
- ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly.
- identify and bring to the attention of the board financial risks facing the charity.
- ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and advise the board on reserves policy, and ensure that this policy is reviewed and monitored regularly.
- advise the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions
- scrutinise the proposed annual budget and advise and guide the board accordingly.
- scrutinise management accounts, performance against budget, trading performance etc, and advise the board accordingly.
- scrutinise and regularly evaluate the charity's cash flow position and inform the board of any concerns.
- ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given.
- maintain oversight of income due to the charity and that all tax benefits are obtained and all rating relief due is claimed.
- maintain oversight of forecasts of capital resources and of income and expenditure, and monitor financial trends
- meet the Charity's Accountant once a year.
- formally present the accounts to the board of trustees for approval and authorise submission to Companies House and the Charity Commissioners.
- ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised, and safeguarded.



Trustee Role Description (Merchandising)

Trustee Role Purpose

Trustees are responsible for the overall governance and strategic direction of MARINElife, developing its aims, objectives, and goals in accordance with the Memorandum and Articles of Association, charity policies, legal and regulatory obligations.

The trustees carry out business on behalf of the charity. In your role, as a trustee, you will help to protect the wealth and assets of the organisation. You will be legally responsible for the assets and any debts.

The Trustee with the **Merchandising Brief** will additionally champion the development of strategy and policies of the organisation on behalf of the Board and giving relevant guidance and support to staff & volunteers.

Trustee Responsibilities

- Ensure that MARINElife complies with guidelines, legislation and any other legislation or regulations
- Make sure that MARINElife pursues defined goals in line with its stated objectives.
- Attend Board of Trustees meetings and contribute to the board's role of providing strategic direction and supporting the development of policies, goals, and targets
- Scrutinise MARINElife board papers and other communications
- Maintain confidentiality about any sensitive or confidential information received in the course of duties as a trustee
- Monitor MARINElife's financial position, ensuring that it operates within its means and that there are clear lines of accountability for financial management:
 - Ensure the financial stability of the organisation.
 - Ensure that MARINElife's resources are used only to pursue legitimate objectives
- Maintain the good name of the organisation.
- Ensure that the administration of the company is carried out efficiently.

Merchandising/



Merchandising Responsibilities

- Use your expertise to assist MARINElife in selling goods and services to fund the furtherance of the charity's objectives and projects
- Develop and oversee the application of a Merchandising Strategy and assist in the procurement of resources to deliver it
- Secure the support of the Board of Trustees for the Strategy and keep the Board informed about its delivery
- Develop and oversee Merchandise planning & policies on behalf of the Board. This would include
 - Market research
 - Procurement
 - Marketing
 - Order taking & fulfillment
 - Quality control and customer satisfaction
 - generating net income to help sustain the Charity
 - Supporting other Programmes such as Fundraising, Training & Education
- Give required support and guidance on Merchandising to staff & volunteers.
- Lead discussions and provide guidance on new initiatives,
- Ensure that the MARINElife Budget provides adequately for the Charity's Merchandising needs



Trustee Role Description (Science)

Trustee Role Purpose

Trustees are responsible for the overall governance and strategic direction of MARINElife, developing its aims, objectives, and goals in accordance with the Memorandum and Articles of Association, charity policies, legal and regulatory obligations.

The trustees carry out business on behalf of the charity. In your role, as a trustee, you will help to protect the wealth and assets of the organisation. You will be legally responsible for the assets and any debts.

The Trustee with the **Science Brief** will additionally champion the development of strategy and policies of the organisation on behalf of the Board and giving relevant guidance and support to staff & volunteers.

Trustee Responsibilities

- Ensure that MARINElife complies with guidelines, legislation and any other legislation or regulations
- Make sure that MARINElife pursues defined goals in line with its stated objectives.
- Attend Board of Trustees meetings and contribute to the board's role of providing strategic direction and supporting the development of policies, goals, and targets
- Scrutinise MARINElife board papers and other communications
- Maintain confidentiality about any sensitive or confidential information received in the course of duties as a trustee
- Monitor MARINElife's financial position, ensuring that it operates within its means and that there are clear lines of accountability for financial management:
 - Ensure the financial stability of the organisation.
 - Ensure that MARINElife's resources are used only to pursue legitimate objectives
- Maintain the good name of the organisation.
- Ensure that the administration of the company is carried out efficiently.

Science Champion/



Science Responsibilities

- Use your expertise to assist and support the MARINElife Science Manager in promoting & delivering high quality Scientific programmes and collaborations that enable the delivery of the charity's objectives and projects
- Develop and oversee the application of Programme Strategies and assist in the procurement of resources to deliver them
- Oversee science policies on behalf of the Board. This would include:
 - Data collection and validation
 - Safe and efficient storage
 - Data sharing
 - generating net income to help sustain the Charity
- Ensure that science policies are supported by other MARINElife activities including :
 - Training of surveyors
 - Education programmes
 - Fundraising efforts
 - Communication strategies
- Lead discussions and provide guidance on new initiatives,
- Ensure that the MARINElife Budget provides adequately for the Charity's Science needs