



Scottish Library &  
Information Council

## SLiC Board Treasurer Information Pack

## **1. Introduction**

Thank you for your interest in the role of Treasurer which is currently vacant on the Board of the Scottish Library and Information Council (SLIC). You will find details of the person specification for the position below along with links to more information about the organisation.

This pack has been put together to give those interested in serving as Treasurer background information on the Board.

SLIC is the independent body which advises the Scottish Government on library and information related matters. It is a registered charity and registered company. It is also a membership organisation which draws its membership from public libraries, HE and FE libraries and special interest libraries across Scotland.

SLIC is managed by a Board of Trustees. This is a unique opportunity to join this Board as Treasurer and use your experience, commitment and enthusiasm to direct and shape the future of libraries in Scotland.

Included in this pack you will find:

- Background information about SLIC
- The Board and Time Commitment as Treasurer
- Advert
- Role description
- Information on how to apply

## **2. Background information about SLIC**

The Scottish Library and Information Council (SLIC), established in 1991, is the independent advisory body to the Scottish Government on library and information related matters. Our greatest strength is our membership. Members are drawn from the public sector, school libraries, higher education institutions, further education colleges, health libraries and special interest libraries. Each of our member institutions bring expertise, knowledge and innovation to the library sector. By working together, that expertise is shared through SLIC.

SLIC is a registered charity and registered company guided by a Board with strong sector and industry representation as well as independent members. SLIC is core funded by the Scottish Government and achieves additional funding to support its purpose through its membership and projects.

Vision

- SLIC's vision is to enrich people's lives through libraries

## Mission

- SLIC's mission is to provide leadership, focus and support to its membership

## SLIC's Strategic Objectives

- **ADVOCACY** - Advocating for libraries to government, funding bodies, elected members, users and potential users.
- **INNOVATION** - Inspiring innovation across the library sector through access to funding, staff development opportunities and showcasing best practice.
- **STANDARDS** - Developing standards to ensure libraries reach their full potential.
- **PARTNERSHIPS** - Working in partnership with a range of organisations to ensure common aims are amplified.
- **FUNDING** - Distribute funds to libraries on behalf of the Scottish Government, apply for funding to support projects within our membership, provide funding to encourage innovation and signpost to other funding sources available to the library sector.

## **The Board and time commitment as Treasurer**

The Board comprises fourteen members, one of whom is the Chair and one is Treasurer. Board members are drawn from across Scotland. The full Board meets four times a year. Board meetings are held in March, June and September and held in Glasgow and Dundee with an overnight planning session taking place in January. The AGM is held in November each year and will be held in different locations around the country.

In addition to these set meetings, Board members are expected to participate in one of the sub-committees which meet as required throughout the year normally in Glasgow or Dundee.

The role of Treasurer involves liaising with the organisation's Accountants and key officers within the organisation to ensure smooth and robust financial management. This can be done remotely but the postholder will require several hours each month to review the financial position and forecast with a view to informing fellow Board members of the state of play. The Treasurer is the lead signatory for the organisations and will provide the Board with advice on financial matters at Board meetings and where appropriate between Board meetings.

## **Duration of Appointment**

The Treasurer is elected for an initial period of 3 years with the opportunity to serve for one further period of 3 years.

## **Remuneration**

The post of Treasurer is a voluntary post for which approved expenses will be paid, according to guidelines.

### **3. Advertisement**

#### **Appointment Treasurer to the Scottish Library and Information Council**

The Scottish Library and Information Council (SLIC) is seeking to appoint a Treasurer to its Board. The appointment is for three years and will run from November 2019.

#### **Information about the Scottish Library and Information Council**

SLIC is the independent advisory body to the Scottish Government on library and information related matters. It is a registered charity and an independent company. It is also a membership organisation representing the interests of public, academic, FE College and special interest libraries within Scotland. The organisation has been going through a period of growth, delivering a range of projects and initiatives on behalf of the Scottish Government and partner organisations.

While it is important that all trustees collectively play their part in financial monitoring and decision making, the Board will appoint a Treasurer. The role of the Treasurer, who will be a member of the Board, is to assist and advise the board in overseeing the finances of the organisation. The treasurer will be responsible for:

1. Controlling and accounting for the organisation's finances ensuring that the organisation operates within the financial guidelines set out in current legislation.
2. Ensure that adequate financial and audit controls are in place and that these are subject to regular review.
3. Identifying and bringing to the attention of the Board any financial risks facing the organisation.
4. Scrutinise the proposed budget annual budget and advise and guide the Board on it.
5. Scrutinise and evaluate on a regular basis the cash flow position and bring to the attention of the board any issues.
6. Ensure that funding received for specific purposes is accounted for separately and kept in restricted or designated funds as appropriate.
7. Ensure that all income due is received and that all tax benefits are obtained.
8. Be a counter signatory to any major banking transactions.
9. Review bookkeeping carried out by staff including ensuring that segregation of duties is in place.
10. Presenting financial reports, raising issues and answering questions at regular meetings and the AGM.
11. Liaising with the auditors or financial examiners for the annual review of accounts.

## **Treasurer Responsibilities**

The Board meets four times a year in addition to the AGM. Board members may be required to serve on a sub-committee which would involve a commitment of up to another three days. Board meetings alternate between Dundee and Glasgow. The Treasurer's role at the Board meeting is to advise the Board on all matters relating to the organisation's finances, provide reassurance that sufficient scrutiny is being undertaken and that all financial processes are being adhered to. The Treasurer leads on the development of the annual report and return to Companies House.

The Board provides strategic direction and oversight. Major policy decisions are made at Board level drawing on information provided by the Chief Executive and senior management team. The decisions of the Board are actioned through the Chief Executive and senior management team of the organisation.

Further information about SLIC can be found on its website [www.scottishlibraries.org](http://www.scottishlibraries.org)

Please note this appointment is on a voluntary basis.

## **Expressions of interest**

**SLIC particularly welcomes expressions of interest from individuals with experience in managing finances. Applications from groups which are currently under-represented including, disabled people and those from black and minority ethnic communities would be particularly welcome.**

Expressions of interest should take the form of a CV together with a brief statement outlining the reasons for your interest and what you would bring to the role of Treasurer.

Informal enquiries about Board membership can be made to Pamela Tulloch, Chief Executive, email [p.tulloch@scottishlibraries.org](mailto:p.tulloch@scottishlibraries.org) .

Expressions of interest should be emailed to Pamela Tulloch, Chief Executive at [p.tulloch@scottishlibraries.org](mailto:p.tulloch@scottishlibraries.org) no later than **12 noon, Friday 30<sup>th</sup> August 2019**.

## 4. Role Description

### Scottish Library and Information Council Treasurer Role Description

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information related matters. It is a registered charity and an independent company. It is also a membership organisation representing the interests of public, academic, FE College and special interest libraries within Scotland. The organisation has been going through a period of growth, delivering a range of projects and initiatives on behalf of the Scottish Government and partner organisations.

SLIC is governed by a Board of Trustees who are responsible for the key areas of the management and administration of the organization, within this the role of Treasurer is distinct

#### Key Requirements

**Leading the Organisation** – setting the strategic plan and vision for the organisation and monitoring the progress and delivery of key objectives.

**Legal and Governance** – ensuring that the organisation acts at all times in accordance with appropriate charity and company law and good practice guidelines.

**Financial Management** – ensuring that appropriate budgets are set, monitored and the Scheme of Delegated Authority is properly applied.

**Act in the Interests of the Charity** – at all times act in the best interest of the organisation and its members, putting the needs of the organisation before the needs of any other organisation you are involved in either in a personal or professional capacity.

#### The Treasurer agrees to:

1. Controlling and accounting for the organisation's finances ensuring that the organisation operates within the financial guidelines set out in current legislation.
2. Ensure that adequate financial and audit controls are in place and that these are subject to regular review.
3. Identify and bring to the attention of the Board any financial risks facing the organisation.
4. Scrutinise the proposed budget annual budget and advise and guide the Board on it.

5. Scrutinise and evaluate on a regular basis the cash flow position and bring to the attention of the board any issues.
6. Ensure that funding received for specific purposes is accounted for separately and kept in restricted or designated funds as appropriate.
7. Ensure that all income due is received and that all tax benefits are obtained.
8. Be a counter signatory to any major banking transactions.
9. Review bookkeeping carried out by staff including ensuring that segregation of duties is in place.
10. Presenting financial reports, raising issues and answering questions at regular meetings and the AGM.
11. Liaising with the auditors or financial examiners for the annual review of accounts.

In addition, experience of using Quickbooks is desirable.

## **5. How to Apply**

If you think that you meet the relevant criteria contained in the role description, then we would like to hear from you.

Please submit a copy of your CV and a covering letter of no more than two pages outlining how you meet the criteria and what interests you in supporting the work of the organisation. These should be submitted to Pamela Tulloch, Chief Executive [p.tulloch@scottishlibraries.org](mailto:p.tulloch@scottishlibraries.org) no later than **12 noon on 30<sup>th</sup> August 2019**.

You can find out more about the organisation and some of the work we do by visiting the website at <https://scottishlibraries.org/>