

## Recruiting treasurers

Many Chairs ask about how they can recruit a treasurer. Here are some brief notes and links to organisations that advertise vacancies.

### Preparation

You need to think first about what sort of treasurer your organisation needs at this point in the organisation's life. It is generally assumed that the treasurer should be a finance professional, but this is not always the case. As well as advising the other trustees on financial matters, the treasurer may need to support and supervise staff, lead change and new initiatives or undertake recruitment. Identify more precisely what skills you would like a treasurer to have. This will then help you to write a role description and person specification which spells out what you want from the role and the person in it.

### Recruitment plan

Many charities now plan the recruitment of trustees in the same way as staff. It may be a good idea to advertise, making it clear that the role is unpaid. You will need to think carefully where you should advertise, as obviously you do want to attract people who are interested in the work of the charity.

There are a number of places where you can advertise unpaid roles for free. A list of these is provided at the end of this note.

You should interview candidates for the role and it is important to find out why an individual wants to become your treasurer. It will take a considerable amount of time, so the volunteer needs to get some form of return, even if it is not monetary.

Similar to paid roles, it is a good idea to take up references. A treasurer will usually have access to your charity's bank accounts and will become a signatory. Sometimes your insurance policies will require you to take up references.

To give both the prospective treasurer and the rest of the board time to decide whether the role is right for them, it is a good idea to offer a probationary period. During this time, the treasurer is not formally appointed to the board, but acts as an observer, attending meetings. He or she is allowed to contribute, but they do not have to take on the full role immediately.

### Free advertisements

There are a number of places where you can advertise unpaid roles for free:

The [Honorary Treasurers' Forum](#) advertises vacancies as well as being a network

[Third Sector Volunteering](#)

Recruitment specialists [TPP](#)

The Institute of Chartered Accountants in England and Wales site [ICAEW Volunteers](#)

[REACH](#) provides an online service to link charities and volunteers