



Treasurer

Role description

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Treasurer Role Description

Appointment	
Term of Office:	Three years, or such lesser period as the Council may in individual cases determine. The Treasurer may hold the office for not more than three periods of three years, determined by their term of appointment to Council. The terms of appointment as Pro-Chancellor are governed by Ordinance 4.
Time commitment:	The time commitment of the Treasurer is estimated to average around two full time equivalent days per month and may require daytime and evening commitments.
Appointment	By Council on the recommendation of the Nominations Committee, from amongst the external members of Council.

Purpose of the role

As an external member of Council, the Treasurer is a governor and trustee of the University of Essex. In this regard, the nature, scope and practical aspects of the role are defined, primarily, by the University's role description for members of Council.

In addition, the Treasurer leads the work of the Audit and Risk Management Committee of Council in providing oversight on behalf of Council of the effectiveness of the University's financial and other internal control systems, ensuring its sustainability and the maintenance of proper financial records and procedures, and of the University's risk management framework and activity. The Treasurer also performs the role of Senior Independent Director.

Key responsibilities of the Treasurer

1. To attend selected University Graduation ceremonies, at which the Treasurer may be required to deputise for the Chancellor in presiding over the conferment of degree awards.
2. To perform the role of Senior Independent Director.
3. To chair the meetings of the Audit and Risk Management Committee and, in conjunction with the University's senior staff, including the Vice-Chancellor, Registrar and Secretary, Director of Finance, Planning and Data Insight and the Head of Internal Audit, to take a lead on the governance oversight of risk management, financial and other internal controls and governance activities that provide for the monitoring of the financial performance and sustainability of the University and the monitoring and management of risk, with a view to safeguarding the University's interests, reputation and assets.

Key responsibilities of the Chair of the Audit and Risk Management Committee

4. To chair the meetings of the Audit and Risk Management Committee as the principal Committee of Council with delegated authority for oversight of the University's finances and assets, internal control systems and risk management activities, responding to risk factors on behalf of Audit and Risk Management Committee where required.
5. With the Nominations Committee, recommend to the Council the membership of the Audit and Risk Management Committee.
6. In liaison with the Director of Finance, Planning and Data Insight, the Head of Internal Audit, the External Auditor, the Head of Corporate Governance, and the Secretary to the Audit and Risk Management Committee (the Agenda Setting Group), to set the agendas for the Audit and Risk Management Committee.
7. To provide reports to the Audit and Risk Management Committee on the decisions taken by the Agenda Setting Group, and on Chair's Action taken between meetings of the Audit and Risk Management Committee in accordance with the provisions of Ordinance 23(7).
8. To conduct termly meetings with the Director of Finance, Planning and Data Insight, providing a report to the Audit and Risk Management Committee on the matters discussed.
9. To comment on the accuracy of minutes drafted by the Secretary prior to formal approval by the Audit and Risk Management Committee, and to approve the termly reports from the Audit and Risk Management Committee to Council.
10. To sign off and present to Council the Annual Report of the Audit and Risk Management Committee produced on behalf of the Audit and Risk Management Committee.
11. To present to Council any matters and papers recommended by the Audit and Risk Management Committee, and to take Chair's action as required on behalf of the Committee in the capacity as Chair of the Audit and Risk Management Committee.

Key responsibilities of the Chair of the Senior Independent Director

12. To meet regularly with the Chair of Council, the Vice-Chancellor, and the Registrar and Secretary to receive updates on University business.
13. To be available to the governors, trustees and members of the University if they have concerns which have not or cannot be resolved through normal contact with the Chair of Council, the Vice-

Chancellor, the Registrar and Secretary, or the Director of Finance, Planning and Data Insight, as the case may be, or where such contact is considered to be inappropriate.

14. When the Nominations Committee is considering succession to the role of the Chair of the Council, to attend and Chair that portion of the meeting of the Nominations Committee.
15. To meet with the Chair of Council annually to review their performance and provide feedback.
16. The Senior Independent Director may also be called upon to provide a sounding board for the Chair of Council, to act as an intermediary between the Chair and other members of the Council, and to potentially play a role in supporting and advising the Chair should there be significant differences of view within the governing body or between the governing body and the Executive.

Personal experience and attributes

1. A strong personal commitment to higher education and the values of the University of Essex.
2. Relevant professional expertise and knowledge in matters relevant to the successful operation of a large, complex and diverse organisation, in particular experience in corporate governance, audit, accounting, finance, taxation and/or risk management.
3. Experience of leading organisations and chairing meetings, bringing matters for consideration to a satisfactory conclusion.
4. An understanding of corporate governance and an awareness of the modern regulatory environment within which publicly funded organisations operate.
5. An empathy with the interests and ambitions of the staff, students and alumni for the success of the University.
6. Sound judgement and judiciousness.
7. Networking, influencing and advocacy skills.
8. A demonstrable commitment to equality and diversity.
9. An ability to establish effective working relationships with a diverse range of people.

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