

The Society of Architectural Historians of Great Britain

## ROLE VACANCY: HONORARY TREASURER (TRUSTEE)

The Trustees of the Society of Architectural Historians of Great Britain (SAHGB) are seeking an Honorary Treasurer with a proven relevant track record in a similar organisation. The Honorary Treasurer also acts as a Trustee, sitting on the Executive Committee.

The Society is at an exciting juncture in its history. We have a highly energised team poised to develop and deliver a number of initiatives, ranging from expanded educational funding to strengthening and broadening our programme of public and professional events. We are refining our digital offer, beginning with a re-design of our website, and we are developing a package of work to promote Equality, Diversity and Inclusion in our discipline. We have also recently undertaken a review of our governance to develop effective and agile decision-making and co-ordination.

We therefore welcome applications for the role of Honorary Treasurer from individuals of all backgrounds with a keen interest in architectural history. We particularly encourage applications from under-represented communities in the field.

### OUR MISSION

The Society of Architectural Historians of Great Britain exists to:

**REPRESENT** architectural history in the United Kingdom

**INSPIRE** a lifelong enjoyment of architectural history for all

**ENGAGE** diverse audiences through professional and public programming

**PROMOTE** architectural history at all levels in education, research and publishing

**ADVOCATE** for an inclusive architectural history for the public benefit

### OUR ORGANISATION

As the principal subject association for architectural history in the United Kingdom and as a registered charity, we promote the discipline of architectural history through advocacy and charitable giving. We advocate for the subject in higher education, heritage and conservation bodies, and museums and galleries. We award grants to support research and publication, and we are the only organisation of our kind in the UK to award a significant number of annual bursaries for postgraduate study. These awards and scholarships are open to all.

Please click [here](#) for a link to our Articles of Association, and see the Appendix for our current organisational structure.

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## OUR MEMBERSHIP

As a membership organisation, we provide opportunities for gathering and exchanging knowledge and ideas about architectural history. Our members study the history of architecture and the built environment of all times and places, and do so from a wide variety of disciplinary perspectives and institutional settings. We organise a diverse programme of events for our membership and the public, and provide a members' magazine, *The Architectural Historian*. We publish and disseminate research and scholarship through our leading peer-reviewed journal, *Architectural History*, by funding publications, most recently the Twentieth Century Society's 'Twentieth Century Architects' series, and across a growing number of other media and platforms.

## OUR OFFER TO YOU

This may well be your first trustee role. We hope that in return for your commitment of time, energy and knowledge, you will gain:

- Broad experience of charity operation and governance
- Consolidated experience of committee work
- Enhanced professional and academic networks
- Deeper understanding of the practice of architectural history across the UK
- Leadership experience

To assist in this way, you may be offered a mentor to support your personal development in the role.

## ROLE DESCRIPTION

### Remuneration and Time Commitment

The position of Honorary Treasurer is voluntary role, elected annually at the AGM and nomination is extended by mutual agreement. The SAHGB Articles of Association specifies that the Honorary Treasurer must stay in post until the next AGM or until a successor is appointed.

The extent of the time commitment for this role is dependent upon the individual and how involved they wish to become with the Society's activities. It typically requires a minimum of 4 hours per week, in addition to attending 4 quarterly Executive Committee Meetings (usually January, April, June, September), held on Friday afternoons in London.

Travel expenses are reimbursed by the Society.

## Responsibilities

- To act – in common with the rest of the Executive Committee – as a trustee with fiduciary responsibility for the charity. Responsibilities include:
  - Chairing quarterly meetings of the Executive Committee
  - Acting as a trustee and company director of the Society
  - As such approving – and in this case preparing – the annual budget and accounts
  - As such collectively reporting to the membership at the AGM
- To attend the quarterly Executive Committee meetings and participate in relevant sub-committee work
- Manage all of the business and financial aspects of the Society
- Maintain its membership list and records
- Hold all of the monies and securities of the Society
- Raise all the invoices and pay all of its bills
- Work with other members of the Executive Committee to help plan the ongoing development of the Society and to implement and administer appropriate financial systems
- Work with the Fundraising and Development Officer to develop a dynamic Case for Support, maintain relationships with existing donors and secure new donors via high-quality interactions with the Society that can foster long-term engagement and investment
- Work with the Members Relations Sub-Committee to cultivate an active and engaged membership

## Tasks

- Manage all the bank accounts of the Society (currently 2 current accounts and 2 deposit accounts) via internet banking
- Maintain the day-to-day accounts in order to provide Income and Expenditure reports as and when required (such as for Executive Committee meetings)
- Issue invoices for monies due to the Society and collect these funds
- Pay all bills from suppliers, after having negotiated the rates with these suppliers
- Prepare operational budgets for individual events and for the Society as a whole
- Manage the contracts of the Society with key agents (such as the publishers of *Architectural History* or whichever company that handles memberships)
- Manage the arrangements with the managers of the various financial investments made by the Society
- Chair the Investments Sub-Committee as required, including at least one annual meeting and other digital interactions
- Liaise with the Independent Examiner in preparing the Annual Report and Annual Accounts in accordance with Charity Commission and HMRC requirements
- In liaison with the Secretary, notify Companies House and the Charity Commission of any changes to Directors and Trustees

## PERSON SPECIFICATION

### Essential

- Understanding of and commitment to the SAHGB and its fundamental objectives
- Financial experience with a proven track record of project delivery
- Accounting and book-keeping knowledge and skills required to oversee the finances of a charitable organisation of this kind, ideally including specific knowledge of *Quickbooks Pro 2016*
- Excellent digital, written and verbal communication skills
- Strong interpersonal skills that include flexibility, receptivity to diverse opinions, collaborative working, etc

### Desirable

- Developed and delivered on a corporate strategy
- Experience of budget management, annual business planning, and investment
- Experience in project management, including a sound knowledge of current digital tools and management systems