

Volunteer role description

Trefoil Guild chair of finance and general purposes

Trefoil Guild welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. **Every volunteer is different, with their own life, work and social commitments.** We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

The finance and general purposes committee is an established sub-committee of the Trefoil Guild board of trustees, which supports and advises the board of trustees. It has a broad remit of responsibilities overseeing financial, regulatory, and digital responsibilities.

Terms of reference for the board and its committees will be provided on request.

Role outline:	Open to Trefoil Guild members only. Chairs the finance and general purposes committee and prepares its papers with support from the national chair and the Trefoil Guild office. Is a full voting member of the board of trustees. Is a member of the Trefoil Guild support group to assist in decision making outside of formal board meetings. Supports the national chair and treasurer in fulfilling their responsibilities for the financial governance of the Trefoil Guild. Establishes a constructive working relationship with members of the committee, the board and office staff. Assists the national chair, as required, with administration, regulatory and legislative matters. Research's, drafts and updates policies and procedures for the committee to aid board approval. Supports Trefoil digital areas such as the membership database, the website and other office systems. Updates and maintains the risk register on behalf of the board of trustees and supports national advisers with event budgeting and risk management advice.
Term of office:	An initial appointment of 3-years which can be extended by an additional 2 with board approval. Support and guidance with an appropriate introduction to the role and organisation will be given.
Time commitment:	Attendance at board and committee meetings, both typically held 3 times per annum. Attendance at the national Annual Meeting. Research, updating or drawing up policies and procedures. Drafting and preparation of meeting papers.

Note office support will be provided, and minutes of the committee will be drafted by an office member of staff.

Managing the risk register.

Ad-hoc meetings or joining working groups as requested.

Skills experience:

You don't need specific qualifications, however a background incorporating financial management, risk management, organisational policy making and experience or knowledge of charity commission regulations would be an advantage.

Experience of Sage accounting software would be beneficial, but training would be provided and support given in its use.

The Trefoil Guild currently engage the services of Bluespire chartered accounts to support Trefoil's use of Sage accounting software, to prepare the annual accounts, to examine the accounts and provide expert advice when required.

Investments are predominantly with Rathbones, incorporating Investec wealth and investments and our portfolio is supported by an investment manager. Other investments are with CCLA.

Personal qualities

- An open and approachable manner.
- Enthusiasm and creativity
- A high degree of personal integrity.
- Ability to respect confidentiality
- A willingness to challenge constructively when best practice or policies are not adhered to.
- Excellent communication skills.
- Good people skills.
- Ability to persuade and influence.
- Confident speaker, able to communicate with different audiences.
- Ability to chair complex meetings and participate effectively in them
- Knowledge of good practice in relation to running a charity

Being part of Trefoil Guild

Be committed to undertaking relevant training.

Learn about the structure of Trefoil Guild and how your responsibilities and position fit within it.

Be willing to learn about Trefoil Guild's strategic aims and support their delivery.

Follow Trefoil Guild's policies and Code of Conduct.

Be an ambassador for the values of Trefoil Guild.

Promoting the benefits of Trefoil Guild membership within and external to Girlguiding.



Trefoil Guild

Other information: The Trefoil Guild is a registered charity, and the annual report and financial accounts can be found on the Charity Commission website [THE TREFOIL GUILD - 1075232](#)

Applicants should refer to the Trefoil constitution, the Trefoil Handbook and Trefoil Policies which are available on the Trefoil Guild website.

[2023 Trefoil Guild constitution FINAL - 1 June 2023.pdf](#)

[TrefoilGuild_Handbook_November2023.pdf](#)

[Policies | Trefoil Guild](#)

Reimbursement of agreed expenses will be in line with the Trefoil Guild expenses policy.

Trefoil Guild welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities.

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Please note this is a volunteer role; this role description does not form part of any contract of employment.

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