

René Cassin

Non-executive Treasurer role – Information Pack

Thank you for your interest in the position of Treasurer on the René Cassin Trustee Board. Below is further information about René Cassin and the role.

If you would like to apply for the position, please send a statement of interest and your C.V. to mia.hasenson-gross@renecassin.org.uk by **Sunday 19 May 2019**

If you would like further information on René Cassin's work or for an informal chat about the charity, please feel free to contact us at 020 3621 5464 or by email at info@renecassin.org.

Best wishes,

Danny Silverstone, Chair
Mia Hasenson-Gross, Executive Director

Enclosed

- Background information on René Cassin
- Job Description

Background Information

About René Cassin

René Cassin uses Jewish experience and values to advocate for the rights of other minorities, particularly on issues that resonate with Jewish history. As survivors of intolerance, slavery and genocide, we believe that a 'Jewish voice for human rights' conveys both empathy and solidarity, and carries an authoritative weight of experience that adds force to advocacy and awareness-raising.

René Cassin's **vision** is of a world where everyone fully enjoys all their human rights as enshrined in the Universal Declaration of Human Rights; and members of the Jewish community are actively engaged in promoting and protecting these rights, both within the community and in concert with stakeholders outside of the community.

Our **Mission** is to promote and protect the universal rights of all people, drawing on Jewish experiences and values. We do that by celebrating the timeless and universal nature of human rights values and protections; the distinctive Jewish contribution to the current landscape of international human rights; and the particular historical role played by our namesake, Monsieur René Cassin, to the development of contemporary human rights values in the aftermath of the Second World War.

We continuously advocate within the Jewish community on the importance of human rights, of the many Jewish contributions to their design and development, and the contemporary importance of human rights we engage with issues and communities outside our community where we feel that much stronger human rights protections should apply and which resonate with Jewish historical experience.

Our core activities include policy analysis; advocacy; public campaigning and awareness-raising; and building the capacity of activists to promote and protect human rights. We currently run four campaigns:

- Protecting the UK's human rights safeguards
- Ending indefinite immigration detention
- Tackling modern slavery and human trafficking, and advocating for better support for victims
- Countering discrimination against Gypsy, Roma and Traveller (GRT) communities in the UK, with particular reference to hate crime

We also run several informal education programmes, notably the René Cassin Fellowship Programme – a year-long initiative to create a cohort of informed and motivated Jewish social activists, equipping them with the skills and passion to promote social justice and human rights locally and globally.

About the René Cassin Board

- The Board currently consists of seven Trustees;
- The Board meets every two-three month at our office in Golders Green, North West London;
- Trustees receive no remuneration for their role;
- René Cassin was established as a registered charity in 2007, (Charity No. 1117472).

René Cassin's staff team

René Cassin employs a full time Executive Director, a part time Campaigns Officer, a part time Development Manager and a part time bookkeeper. The organisation also hosts up to three full time Interns at a time.

We also have an Advisory Council, made up of respected academics and leaders in the human rights field and the Jewish community.

Job Description

Role Title: Treasurer
Salary: Voluntary

Treasurer - Key duties

In addition to the duties of Trusteeship, the Treasurer must:

- Work with the Director and Chair to oversee the financial affairs of the organisation and ensure they are legal, constitutional and compliant with accepted accounting practice, and that the charity is a going concern;
- Work with the Director and Chair to oversee the production of necessary financial reports/returns, accounts and audits including liaising with the charity's accountants, bookkeeper and auditors in the preparation and filing of the charity's annual accounts;
- Work with the Director and Chair to oversee the production and of the annual budget;
- Work with the Director to interpret financial data and report on the charity's financial position at Trustee meetings;
- Work with the Director to ensure that proper records are kept and that effective financial procedures are in place;
- Ensure fellow Trustees' awareness of their responsibility for the charity's finances;
- Provide strategic guidance and assistance to the Director as needed on all matters relating to the charity's finances or accounting principles.

Individual Trustee responsibilities

In carrying out the collective responsibilities of the Board, at a minimum individual Trustees should:

- Be active participants in the Board, making relevant skills, experience and knowledge available to the organisation. This includes sitting on working groups, representing the organisation at events, and using personal networks to develop connections for the organisation
- Regularly attend Board meetings and prepare fully for those meetings including reading papers in advance, identifying key issues for discussion and providing advice and guidance on areas of expertise
- Have prior knowledge of, or take time to familiarise themselves with, best practices of charity governance and operations including financial management
- Develop and maintain a sound and up-to-date knowledge of the organisation's activities and any wider issues that affect its work
- Actively contribute towards the effectiveness of the Trustee Board, engaging in discussion, debate and voting in a considered and constructive way, participating in induction and training as required, and sharing ideas for how the Board can be improved
- Act in the best interests of René Cassin, including contributing to fundraising efforts, e.g. through personal contributions, introductions to potential donors and attending fundraising events;
- Undertake an annual performance self-assessment, which will be reviewed in discussion with the Chair and the executive Director

Person specification

- Financial and/or business experience with a thorough understanding of accounting principles and good financial analysis skills
- Understanding of the accounting and legal framework for UK charities
- Experience of working on a committee/board as a Trustee, particularly in the charity sector
- Understanding and acceptance of the legal responsibilities and liabilities of Trustees
- Willingness to devote the necessary time and effort to the duties of Treasurer and Trustee
- Commitment to René Cassin's vision and mission
- An accounting qualification is desirable but not required

Time commitment

The Treasurer will be required to devote up to one day per month on average, which includes the time needed to perform Trustee duties.

Term

The appointment of the Treasurer: one term of three years, with the possibility of renewal for a second three-year term.