



## How to Recruit Treasurers

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

### Preparation

First and foremost, it's crucial to understand what kind of treasurer your organisation truly needs. While the assumption is often that the treasurer should be a finance professional, this isn't always true. The treasurer's role could involve advising other trustees on financial matters, supporting and supervising staff, leading change and new initiatives, or handling recruitment. By identifying the specific skills you want the treasurer to have, you can tailor the role description and person specification to fit your organisation's needs and expectations.

### Recruitment

Many charities now approach trustee recruitment with a structured plan, similar to staff recruitment. It's important to advertise the unpaid role strategically, considering where to advertise to attract individuals passionate about the charity's work. You can advertise unpaid roles for free in numerous places, and a list of these is provided at the end of this note. A well-thought-out recruitment plan is vital in attracting suitable candidates for the treasurer role.

### Interviewing

When interviewing candidates for the treasurer role, it's important to understand their motivations for wanting to join your organisation. The role is unpaid and requires a significant time commitment, so it's crucial that the volunteer is motivated by a non-monetary return. Like paid roles, it's advisable to obtain references. Given the treasurer's access to the charity's bank accounts and signing authority, your insurance policies may require references.

Consider offering a probationary period to allow the prospective treasurer and the board time to decide whether the role is suitable. During this period, the treasurer serves as an observer at meetings, contributing but not formally taking on the full role.

### Advertise for Free

Several organisations provide free advertisement services for unpaid roles, including:

- Kingston Voluntary Action [Jobs and Volunteering page](#)
- The [Honorary Treasurers' Forum](#)
- Recruitment specialists [TPP](#)
- The Institute of Chartered Accountants in England and Wales site [ICAEW Volunteers](#)
- [REACH](#), which provides an online service to link charities and volunteers