CHARITY
IT LEADERS

Registered Charity Number: 1153226

Treasurer

"We want our members to feel part of a crmmunity, to connect with peers who 'get it', who understand the challenges and frustrations they face. We want more organisations and individuals to benefit from the resources, events and networks that we proved so that technology can deliver maximum impact across our sector."
Laura Dawson, Interim Chair of Trustees, CITL

Who we are

CITL is the leading digital technology networking group for the UK charity and not-for-profit sector. As a charity ourselves, we understand the pressures and challenges faced by our members, and we are committed to providing the support and resources they need to achieve their goals.

Since 2000, our mission has been to make charities more efficient and effective by using the power of technology and digital as a key driver of business change and service delivery.

Our vision is to drive excellence and innovation, and to ensure that our sector, and digital technology celebrate diversity and do all we can to remove barriers to entry for minority voices and communities. We aim to be the trusted voice of our sector, and to support the digital technology leaders of today and the future in delivering vital outcomes for people, animals, the environment and society.

"As a technology leader, I've discovered a wealth of shared experience from peers from other charities, which is actively shared. Members reach out to the group seeking information and guidance on technology solutions, platforms, or things to watch out for when embarking on new projects. There is also the opportunity to meet members face to face and virtually in the annual conference, virtual meetings, and webinars through which members can share and discuss topics of interest. I would therefore strongly recommend CITL participation to any Charity wanting to benefit through collaboration and knowledge sharing."
Giri Gopalan, Head of Technology Design, Guide Dogs

CHARITY
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Our ambitions

Charity IT Leaders (CITL) is approaching its 25th year as an organisation and has been a registered charity for the last 12 years. We are passionate about supporting all our member organisations to make the best use of their data, technology and digital capabilities to the benefit of those they support.

We are committed to using our voice and platform to advocate for the sector and be a force for change. We want to make digital technology accessible and inclusive as a career pathway and recognised as professional and essential to any organisation's success.

With over 100 members, many of whom have been involved for almost 25 years, we have a committed membership base, and we're looking to grow significantly to reach more of the 200,000 charities and NFPs operating in the UK [1]. We're small, with a staff of two, but we're relevant, vocal and ready to move. We also punch above our weight in terms of delivery, recognition and credibility.

We believe in a future when all charities and not-for-profits are able to deliver more and better outcomes for their beneficiaries, maximise efficiencies and amplify capacity, and play a key role in driving societal change and we believe that digital technology is the engine that drives this.

We aspire to be the go-to trusted advisor to the sector; the partner, and the change-maker on everything to do with digital technology and related disciplines. We also aim to ensure that digital technology is given the respect, credibility and voice it needs in order to deliver the best outcomes for charities and NFPs. That means we need to elevate digital technology leadership.

Digital technology specialists should not carry the sole responsibility for digital technology leadership. Leadership has to start at Board level and tech leaders need to have a seat at that table. So we aim to empower, support and upskill current and emerging tech leaders to be credible, confident, and articulate. To demonstrate their value as trusted advisors, who see the whole organisation, not just their own discipline.

For many years, investment in technology was seen as depletory from the front-line delivery of services. Whilst change is happening, there is a significant amount of legacy and technical debt to deal with, and a considerable skills gap at trustee and exec level. CITL is in a unique position to go from a networking body, providing support and education to technology practitioners, to being an umbrella body, driving standards and good practice across the sector and ensuring senior leaders in charities have all the knowledge and tools they need to deliver effective change programmes driven by digital technology.

[1] Charity Commission, 2024

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CITL needs YOU

Technology plays a pivotal role in transforming lives and communities, and our mission is to ensure that digital technologists working in the charity and not-for-profit sector have the skills, credibility, expertise, and support that they need to enable technology to drive the societal change that we all want to see.

Since 2000, we have supported a community of connected, committed, and dedicated digital technology professionals to expand their business networks, learn from each other and sector leaders, collaborate to overcome mutual challenges and barriers, inspire and innovate, all to enable their charities and not-for-profits to deliver more, for more beneficiaries, in increasingly difficult times.

In 2019 we embarked on an ambitious change programme to transform the way Charity IT Leaders functions, operates, and delivers its goals. We employed staff, reducing our dependence on volunteers. We reviewed and revised our governance model and ensured that we identified and filled the skills gaps within our Board. We revised our strategy and our delivery model to reflect changing needs within our membership and a changing workplace model. We built our internal capability with a new CRM system and brought our admin functions back in-house to improve our member and sponsor journeys.

We are poised at a pivotal point in our development as an organisation. We have a unique opportunity to use our credibility, authority, and voice to advocate for the sector and to speak for our members and become the engine for the change that the sector needs.

We are looking for someone with financial skills, energy and enthusiasm to join the Board of Trustees as Treasurer. Previous Board experience is not necessary, but we are particularly keen to hear from individuals with experience in financial management.

Could you be our next Treasurer? Please get in touch for a chat to find out more.

Su Crighton,
Chair of Trustees

Tree Hall, CEO at
Charity IT Leaders

CHARITY
IT LEADERS

Meet our talented trustee team

It can feel daunting to step into a new role with a new organisation, particularly when that organisation has big goals and aspirations. But you won't be doing this alone; you'll be part of a talented, experienced, and highly motivated trustee group who, between them, have decades of experience in technology in the charity space and a deep understanding of the challenges and opportunities that the sector is facing.

Su Crighton
Su is a technology leader with a talent for delivering effective digital transformation projects. She is a Director in KPMG's Technology Transformation Practice with over 20 years of consulting experience working across sectors, to harness technology to create and enhance business value. Su was CIO at Cancer Research UK for almost six years, so has in-depth knowledge and understanding of the challenges facing charities and not-for-profits. She is passionate about supporting the sector, and using her skills, experiences and contacts to deliver meaningful change. Su is also a trustee at Sustrans.

Stuart McSkimming - Deputy Chair
Stuart is a highly successful and well-respected strategy, transformation and technology professional, with 15 years experience working in household name charities. He founded Virtue Chain earlier this year to provide tech-enabled business change consultancy to charities and NFPs. Stuart has also been a member of CITL for many years, and this is his second tenure as a trustee.

Vacant - Treasurer
We are seeking a new Treasurer; if you are interested in the role, or know someone who might be suitable, please contact Tree Hall by email: tree.hall@charityitleaders.org.uk

Richard Bailey - Trustee
Richard has worked in the charity sector for over ten years, and is currently Technology Strategy Manager at the GDST. He has significant experience in delivering digital transformation projects. This is his third term as a trustee, and he is committed to supporting emerging tech leaders across the sector.

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DIGITAL ≫ TECHNOLOGY ≫ DATA

Meet our talented trustee team

CHARITY
IT LEADERS

CREATIVE >> KNOWLEDGE >> INSIGHTS

Meet our talented trustee team

Seth Harman - Trustee
Seth Harman (MSc) has been Head of Technology for Place2Be since December 2019. His background is in infrastructure engineering, but he has spent the last 25 years un IT management, mainly in the housing association and charity sector. Seth joined the Board in 2023, and brings a fresh perspective and new insights to the group.

Anna Hoskins - Trustee
Anna is a technology leader specialising in IT-enabled business change. With extensive experience in senior management and business change and development, she's a creative thinker with a track record for developing and delivering impactful solutions that advance business goals. Anna is committed to supporting and developing current and emerging IT leaders within the nor-for-profit sector.

Jane Huntington - Trustee
Jane is a strategic data and technology leader, skilled in guiding organisations in the navigation of data and systems capabilities with an accessibility-by-design approach. She is committed to driving efficiency and effectiveness by developing, delivering and supporting strategic plans. She is delighted to bring her 25 years of experience as a highly successful technologist and leader to her second appointment as a CITL trustee.

Laura Moore - Trustee
Laura has extensive experience in business analysis, and business systems. She leads the BA special interest group for CITL and is responsible for growing the membership of the group and building it into an active, engaged and vibrant community. Laura is passionate about inclusion and accessibility, and is supporting CITL in ensuring all of its resources, events and content are accessible and support our goals of being inclusive and celebrating diversity.

CHARITY
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Meet our super staff team

Our small, but perfectly formed staff team deliver a huge amount for our members. Both Tree and Claire are part-time, yet they squeeze the maximum possible out of their working day. Between them, they deliver all of our content, the website, and member channels in Teams and WhatsApp.

Tree Hall - CEO
Tree Joined CITL as Business Manager in 2019 as their first paid member of staff, and was promoted to CEO at the beginning of lockdown in 2020. Under her stewardship the organisation has increased its presence and profile in the sector, expanded and developed member services, worked in partnership with organisations including CFG, SASIG, Computing and Tech Talent Charter, and delivered a sponsorship programme with a lengthy waiting list.

With her background in fundraising, marketing and the third sector, Tree brings extensive experience and has big ambitions for CITL's future.

Claire Jago - Business Manager
Claire was appointed in 2022 and her experience managing databases and data reporting at Sightsavers enabled her to support, and lead, on some of CITL's key administrative and functional initiatives. She lead on the implementation of our new CRM system, and is the go-to person for our members.

She provides admin support, as well as utilising her encyclopaedic knowledge of the membership to deliver improved member services. She is also the lead contact for CRM development and enthusiastically prevents Tree from being gung-ho with system changes and developments.

CHARITY
IT LEADERS

Organisational Structure

Board and Staff Structure

Chair of Trustees
Su Crighton

CEO
Tree Hall
↓
Business Manager
Claire Jago

Deputy Chair
Stuart McSkimming

Treasurer
Matt Jago

Board of Trustees
Richard Bailey
Caroline Carruthers
Jon Curry
Jane Deal
Neil Edmonds
Phillip Edwards
Seth Harman
Anna Hoskins
Jane Huntington
Laura Moore

Sub Committees

Ethics Committee

Committee Chair
Su Crighton

Committee Members
Richard Bailey
Phillip Edwards
Tree Hall (CEO)
Seth Harman
Jane Huntington
Matt Jago

Finance & Audit Committee

Committee Chair
Tree Hall (CEO) - Interim

Committee Members
Richard Bailey
Jon Curry
Neil Edmonds
Anna Hoskins
Jane Huntington

Marketing Committee

Committee Chair
Stuart McSkimming

Committee Members
Caroline Carruthers
Jane Deal
Phillip Edwards
Tree Hall (CEO)
Anna Hoskins
Laura Moore

About the Board

Board structure

- There are currently 12 trustees, all of whom attend and have voting rights at the quarterly Board Meetings.
- In addition, trustees also have a role on one of our three sub-committee meetings, these being:
  - **The Ethics Committee**
  - **The Finance and Audit Committee**
  - **The Marketing Committee**
- The Ethics Committee is chaired by the Chair of Trustees and is responsible for overseeing the ethical and reputational decisions and policies of the charity.
- The Finance and Audit Committee is chaired by the Treasurer (by the CEO until we appoint a new Treasurer) and is responsible for overseeing finance, risk management, and related policies.
- The Marketing Committee has responsibility for all marketing activity, including assets such as the website, and oversees the delivery of our events and content. The Deputy Chair leads this committee.

Meeting structure

- The Board meets four times a year for full Board Meetings. These are generally held online via Teams and last around two hours. The meeting dates are set in advance and are scheduled to avoid clashing with other key commitments, e.g., the annual conference, which is usually in October.
- Sub-committees all have a different schedule of meetings, appropriate to the areas they oversee. Generally, these meetings also happen online and usually last for 45 minutes to an hour.
-

Other commitments

- You will also need to meet with the CEO, Chair and Deputy Chair of Trustees on a regular, currently monthly, basis. These meetings are generally online.
- You will also meet with our accountants on a regular basis. These meetings should be monthly or every six weeks and can happen online.
- You will need to attend our annual conference, which is generally held over three days in the first week of October.
- You will be required to lead the production of our Annual Report and Accounts, which must also be filed with the Charity Commission.
-

There will be other occasions throughout the year when we would ask you to represent CITL either in person or online. We will try and schedule these events at times that do not impinge on your other responsibilities. If necessary, the Chair, Deputy Chair or CEO may be able to attend in your stead.

Treasurer
Role Description

The Treasurer is an essential part of our Trustee Board, with responsibility for financial oversight of the charity. Working closely with other members of the Board and the CEO, the Treasurer helps to safeguard the CITL's finances and support our ongoing growth and development.

About the person
You will be a finance professional or have significant financial experience. A knowledge of charity finance specifically is advantageous, but not essential as long as you have an enthusiasm to learn, sound commercial experience and a general understanding of the charity sector.

You'll be a strategic thinker who is able to balance risk and opportunity, and willing to support non-finance professionals on the Board and the CEO to hone their financial skills. You will have experience of developing investment strategies, and will be able to apply this in a small charity context.

You will share our passion and commitment to ensure that charities and NFPs get maximum value from their investment in data, technology and digital. You will believe in the potential of digital technology to be the engine for all organisations, powering innovation, excellence and outcomes. You'll be tech-savvy, but not necessarily a tech-specialist.

You'll be growth and impact focused, with the vision and experience to help us scale our operating model, increase our membership base and develop new sources of sustainable income.

You'll be committed to identifying ways for digital technology and financial professionals to work more effectively together, and to challenge the silo-thinking that still exists in many organisations. You will be comfortable presenting to and inspiring senior leaders and opinion-makers.

Any questions?

If you would like further information, have any questions, or would like to arrange an informal chat about the role, please contact our CEO, Tree Hall, via email at tree.hall@charityitleaders.org.uk.

To apply

Please email a covering letter and your CV to Tree Hall by Friday 10 January 2025. Please use the email subject header 'Application - Treasurer'.

Next steps

We will aim to shortlist successful candidates by Wednesday 15 January, and to hold interviews via Teams during the week commencing 20 January.

Treasurer
Role Description - continued

Job requirements

Being a Treasurer
- Supporting trustees and our soon-to-be-appointed Clerk, to ensure the Board has the necessary financial skills and oversight to effectively conduct their duties.
- Chair the Finance and Audit Sub-committee including associated chairing duties such as agenda planning.
- Working with the CEO ensure measures and metrics are appropriate, consistent and relevant to trustees to ensure the Board is fully informed on the financial health of the charity.
- Along with all trustees, take an active role in member recruitment, promoting Charity IT Leaders to new and existing members.

Strategic
- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

Financial
- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts.
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies.
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
- To work closely with the CEO to monitor the activities of the accountants and auditors and review on an annual basis.
- To work in close partnership with the CEO to ensure the regular oversight of the management accounts and that any appropriate actions are taken promptly.

Assets and Investments
- To assess the charity's financial position and develop an appropriate investment policy.
- To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy.
- To ensure that all equipment and assets are adequately maintained and accounted for.

Governance
- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation.

Treasurer
Role Description - continued

Statutory Duties of a Trustee

- To ensure CITL complies with its governing document, and with relevant legislation and regulation.
- To ensure CITL applies its resources exclusively in pursuance of its objectives so that money is not spent on activities not included in its own objectives.
- To have an enthusiasm for the work of CITL and the time and commitment to carry out the duties of a Board member.
- To provide commitment, ability, and time to prepare for and attend four Board meetings per year plus other training, planning, and promotional events.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to CITL, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of CITL.
- Ensure effective and efficient administration of CITL, including its financial stability.
- All Trustees are responsible for holding CITL 'in trust' for current and future beneficiaries by:
  - Ensuring the charity has a clear vision, mission, and strategic direction and is focused on achieving these.
  - Being responsible for the performance of the charity and for its 'corporate' behaviour, ensuring that CITL complies with all legal and regulatory requirements.
  - Ensure the charity's governance is of the highest possible standard.

The above list of duties does not claim to be exhaustive. Trustees (including the Treasurer) will be expected to perform any additional duties commensurate with their roles.

Terms of Appointment

Trustees should expect to serve for no more than two terms of three years. Trustees are required to attend scheduled meetings and some ad hoc meetings. It is anticipated that the time commitment should be no more than one to two days per month but there will be occasions when extra time will be required (e.g., during planning of new projects or dealing with any particular difficulties that arise). Whilst the role of Treasurer is unpaid, reasonable expenses are payable in line with CITL's policy.

All trustees' terms of office are for three years, and there is scope for a trustee to serve for more than one term of office, as per the terms set out in the Articles of Association.

When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, there is a general expectation that they shall provide no less than three calendar months' notice. Whilst it is recognised that there may be occasions where this is not possible, CITL requires as much notice as possible for succession plans to be actioned, and trustees' best efforts in this regard are much appreciated.
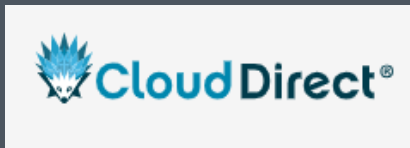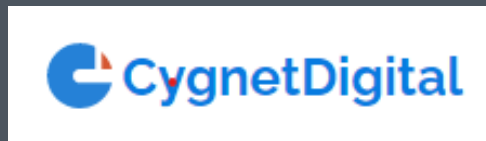
Some of our members - past and present

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Charity IT Leaders (CITL)

W: https://www.charityitleaders.org.uk

E: admin@charityitleaders.org.uk

LinkedIn: https://www.linkedin.com/company/charity-it-leaders

Registered charity number: 1153226

Registered address: c/o Rodliffe Accounting Ltd
1 Canada SQ 37th Floor
Canary Wharf
London
E14 5AA

"CITL is the group I didn't know I needed. The shared knowledge and experience has been invaluable for me personally and for the charity, and no doubt benefits the wider sector. I would, and actively do, recommend it to others!"
Brigid MacDonald, Head of IT, Breast Cancer Now

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