

# Treasurer Role Description

**Volunteer Role Title:** Treasurer – Board of Trustees

**Location:** All Leeds Mind locations/hybrid

**Responsible to:** Chair of the Board of Trustees

**Hours:** Minimum commitment of 4-8 hours per quarter

## About the organisation

Leeds Mind is a progressive mental health organisation that supports people experiencing mental health difficulties to flourish. The aim of our work is to help people build on their strengths, overcome obstacles, and become more in control of their lives. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to ‘recover’ from periods of poor mental health, and to live life independently with their mental health condition.

The Board of Trustees is the governing body of Leeds Mind. The organisation is a charity registered with the Charity Commission and a company limited by guarantee registered with Companies House: Board members are Trustees of the charity and Directors of the company.

## Purpose of the role

The overall role of a Treasurer is to maintain an overview of the organisation’s financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

## Key tasks & responsibilities

Trustees are expected to uphold and undertake duties in a manner that reflects Leeds Mind’s values and ethos.

In addition to the general responsibilities of a trustee, duties of the Treasurer include:

- Overseeing, approving and presenting budgets, accounts and financial statements (including arranging for the accounts to be submitted to the accountant).
- Being assured that the financial resources of the organisation meet its present and future needs.

- Ensuring that Leeds Mind has appropriate reserves in line with its reserves policy and this is updated accordingly
- Ensuring that appropriate financial reports are presented to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of Leeds Mind's strategic plans.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of Leeds Mind.
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities, including oversight and advising on Financial Risk/Risk register
- Chair the Finance committee of the Board, providing strategic oversight and direction as required to Board and CEO
- Supporting other trustees in understanding the organisation's financial position and decision making.
- Contributing to the fundraising strategy of the organisation and the ethical fundraising policy.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

## Skills and experience

In addition to the person specification for a trustee, the Treasurer should have the following qualities:

- Relevant financial management/accounting qualifications and/or experience.
- Some experience of charity finance, fundraising and pension schemes or willingness to learn. Commercial and business strategic experience would be beneficial
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

## Terms of Appointment

- To serve as a Trustee for an initial term of 3 years with two possible reappointments.
- To attend at least 75% of Board meetings a year and the AGM.
- To attend at least 75% of appropriate committee meetings a year.
- To attend a Trustees/Management Away sessions (currently 2 per year)
- To attend Leeds Mind events as appropriate.
- To visit/liaise with an allocated Service/Function at least quarterly.

The trustee role is voluntary with expenses paid. Time commitment will vary but it is expected to require approximately 4-8 hours per month. There is maximum of one meeting per month taking place - currently virtually via video-conferencing apps such as Zoom and Teams.

## Other requirements

All volunteers are expected to attend an induction and training and will receive regular supervision.

You will be required to provide to references and undergo basic DBS check for this role.

## Contact information

For further information about the role please contact Jen Murgatroyd – Deputy Chair of Board of Trustees

Tel: 0113 305 5800