

Treasurer Recruitment and Information Pack



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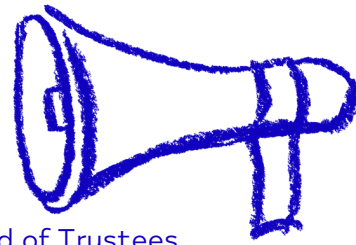
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Message from The Chair



I am delighted to welcome you to this information pack about joining the Board of Trustees for SWR Mind. Firstly thank you for your interest and desire to support our charity and for generously giving us your time. I know how hectic life can be and that we are asking you to dedicate some of your time and energy to support us. I also know that our Trustees make a real difference to the many vulnerable people who access our services every year.

Trusteeship allows you the opportunity to be someone who can and will change lives for the better. As trustees we have the ultimate responsibility for running the charity, for its direction, finances and the employment and well-being of our staff and volunteers. It's an immensely rewarding role and of course can be challenging sometimes too. Whilst you bring your skills and energy to running the charity, you will also find you are gaining new experience and knowledge. For instance, you will help plan the strategic future of SWR Mind and its work, be involved in developing and managing staff and volunteers and make policy decisions for SWR Mind. You will also ensure it's accountable to its beneficiaries, to the Charity Commission and the public in general. But you won't be on your own. You'll be joining a team of trustees in becoming part of the SWR Mind Board of Trustees and the almost 1m other charity trustees in England and Wales.

Effective trustee boards need a range of people with a good mix of skills, life experience and social or professional networks. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. Working with and learning from people with different backgrounds and skills is exciting and extremely rewarding. SWR Mind is a small charity but with a big heart.

We work one to one with some of the most vulnerable people in the community and are the only mental health charity committed to outreach in people's homes and local community. Like many coastal areas, Scarborough district has significantly higher numbers of people experiencing poor mental health and we have one of the highest suicide rates in the country. Rural Ryedale and Esk Valley face many challenges around access to help due to lack of transport and increasing struggles with cost of living. We know outreach is the most expensive way to deliver a service but we know it's also incredibly effective and highly valued by the people we help. If you decide to join us, I am confident you will enjoy making a difference to our community and to society by supporting SWR Mind to deliver its objectives.

Shirley Wakelin, Interim Chair, Scarborough, Whitby and Ryedale Mind

"it's been a brilliant journey. I've changed my life over last 6 months. They've empowered me to think and think more of myself. I felt like I mattered. I had felt invisible, no-one saw me, no one heard me. I felt like I mattered again"

SWR Mind Client Feedback



About Scarborough, Whitby and Ryedale Mind

Scarborough, Whitby and Ryedale Mind was founded in 1962. The organisation supports people with mental ill health, offering social, emotional and practical support, information and advocacy (SEPIA).

We support people to:

- tackle the causes, not symptoms, and to find solutions
- challenge the stigma and discrimination they may face
- feel included by providing localised support, in their homes, neighbourhoods or communities
- achieve their ambitions, identifying barriers to progression and recovery and supporting them to overcome these barriers
- have a voice, whether through individual advocacy or campaigns to challenge misconceptions regarding mental ill health

We are an independently governed and funded local charity covering Scarborough, Whitby, Ryedale and the Esk Valley. We are affiliated to National Mind but entirely responsible for our own funding, services and governance. In simple terms, National Mind are involved in campaigning for change, supporting the Mind network, providing information, legal advice and consultancy/large scale training. We deliver services on the ground to vulnerable people in your community alongside local training and campaigning.

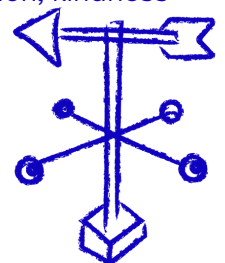
Vision, Mission and Values

Our **Vision** is a community where everyone with mental ill health experiences compassion, opportunities, support and respect.

Our **Mission** is to work in partnership to ensure that people with mental ill health in Scarborough, Whitby and Ryedale have access to personalised support that empowers and enriches their lives. We work to raise awareness and educate our community about mental health.

Our **Values** underpin all that we do, govern our external and internal behaviour and have the following meaning:

- **Autonomy** We are committed to helping people make their own decisions
- **Participation** We ensure that every person involved with us is supported and able to take part in our opportunities, services and activities
- **Uniqueness** We advocate, acknowledge and celebrate uniqueness
- **Respect** We have high regard for the feelings wishes and rights of others
- **Knowledge** We seek and share knowledge to raise awareness and improve the lives of people with mental ill health in our community
- **Compassion** Without judgement we show empathy, understanding, consideration, kindness and sensitivity to all people accessing our service



What is a Treasurer?



Scarborough, Whitby and Ryedale Mind is a registered charity, governed by a Board of Trustees. The role of our trustees is to govern the activities and affairs of SWR Mind and oversee the strategic and general management. Our trustees ensure that the organisation has a clear purpose and direction, is well-run and in a strong financial position, and delivers its charitable objectives. Additionally, our Treasurer is responsible for leading the board in its oversight of our finances and offering financial guidance and challenge to the wider board and Senior Leadership Team.

The Board of Trustees have ultimate responsibility for guiding the charity, ensuring that it is well run, that it remains true to its original vision and complies with all necessary rules and legal obligations. Trustees also have to keep a check on finances and activities, and act as good ambassadors for the organisation.

The Board of Trustees meet on a monthly basis, having received short reports from the staff team a week beforehand. Meetings have an agenda covering the main areas of the organisation and discussions can vary widely from topics such as what to spend fundraised money on, discussing future services, troubleshooting partnership working or creating a new awareness campaign. Decisions are voted on by all members of the board.

What Commitment Is involved?

Trustees are expected to attend monthly meetings, the Annual General Meeting and be willing to consider joining appropriate working groups, although of course, we know that real life sometimes gets in the way! Meetings are approximately 2 hours long and you will have some papers to read beforehand which form the basis of discussion and decision making.

The Treasurer is additionally expected to meet with the Finance Officer bi-monthly (either in person or remotely) to review any financial concerns, unexpected variances and provide general support and guidance.

The Treasurer is not paid for their work, although reasonable out-of-pocket expenses will be reimbursed. The Treasurer must be committed and loyal to the aims of Scarborough, Whitby and Ryedale Mind and act in the best interests of the organisation at all times.

What are the benefits of becoming a Treasurer?

- Put your skills and experience to use and make a lasting difference to a cause you care about
- Help to secure sustainable support for vulnerable people in your community
- Learn about the management and strategy side of charities by taking on a leadership role
- With monthly meetings and occasional ad hoc commitments, it's the perfect volunteering opportunity for busy people
- Work with new and interesting people from diverse background
- The experience will enhance your CV and may open doors to new career paths
- Use your skills in an environment where they are highly valued



Primary Responsibilities of a Charity Trustee

The overriding duty of any charity Trustee is to advance the purposes of their charity. In doing so they have the following basic responsibilities:

- 1.) Trustees are responsible for the proper administration of their charity. Trustees must make sure that the charity's assets and resources are used only for the purpose of the charity. They must make sure that the charity is run in accordance with its constitution, charity law and all other laws and regulations that affect its activities.
- 2.) Trustees must accept ultimate responsibility for everything their charity does. The trustees are responsible for the vision, mission and management of the charity.
- 3.) Trustees have to act responsibly and prudently in all matters relating to the charity. The law imposes a duty of care on the trustees of charities. The duty will be greater if the trustee has any special knowledge or experience, or if their business or profession means they can be reasonably expected to have special knowledge or experience.
- 4.) Trustees must safeguard and protect the assets of their charity. A charity's assets include its investments, cash, land, intellectual property, staff and reputation.
- 5.) Trustees have a duty to act collectively. Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless their governing document says otherwise), but all trustees are collectively responsible for decisions made by their board.
- 6.) Trustees must act in the best interest of their charity. The interest of the charity are paramount. Trustees should not allow their personal interests or views to override these: They must exercise independent judgement.

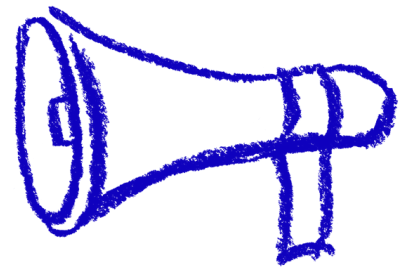


"Being a trustee for SWR Mind was an incredibly rewarding experience. It gave me the chance to use my skills to make a real impact and help shape the support we offer to those who need it most. I've learned so much about the challenges people face with mental health and how important it is to have empathetic, accessible services available to everyone. I'd encourage anyone with a passion for mental health to get involved; it's a unique opportunity to give back, grow personally, and be part of a dedicated team making a tangible difference. We need diverse voices and skills to drive meaningful change—so if you're thinking about it, go for it!"

Chris - Former SWR Mind Chair

Who are we looking for?

Role Description for a Treasurer



Purpose of Post:

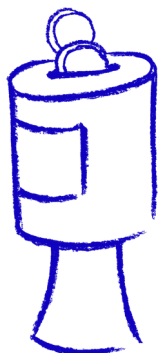
The role of the Treasurer is to maintain an overview of the organisations financial affairs, ensuring its financial viability and that proper financial record and procedures are maintained.

SWR Mind employs a Finance Officer who undertakes all the operational financial management, preparation of budgets and reports to the board. We also have our accounts independently examined each financial year in line with charity commission requirements. The role of the treasurer is to both support the Finance Officer in that role and support the board in ensuring the financial affairs are well communicated understood. If you would like to review previous years accounts, these can be found on the charities commission register at register-of-charities.charitycommission.gov.uk by searching our charity number 1133509.

The key duties of a Treasurer are:

In addition to the general responsibilities for all trustees as set out above the Treasurer also has some additional specific responsibilities:

1. Overseeing, approving and presenting budgets, accounts and financial statements.
2. Being assured that the financial resources of the organisation meet its present and future needs.
3. Ensuring that the charity has an appropriate reserves policy.
4. Ensuring that appropriate accounting procedures and controls are in place.
5. Liaising with staff and volunteers about financial matters.
6. Advising on the financial implications of the organisations strategic plans.
7. Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
8. Ensuring compliance with current relevant legislation.
9. Ensuring that equipment and assets are adequately maintained and insured.
10. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission.
11. 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.
12. Contributing to the fundraising strategy of the charity.



Person Specification for a Treasurer



- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Financial qualifications and / or experience
- Ideally some experience or knowledge of charity finance, financial strategy or fundraising
- The skills to analyse proposals and examine their financial consequences
- Review periodically the charity's financial control procedures to ensure they are up to date and adequately protect the charity and its assets
- A preparedness to make unpopular recommendations to the board of trustees
- An ability to work effectively as a member of a team
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

Other desirable skills and experience include the following:

- An awareness of mental health issues, lived experience especially welcomed
- Experience working or managing in organisations with limited human and financial resources
- Setting targets, monitoring and evaluating performance and programmes
- Legal matters especially relating to charity / company law
- Fundraising strategy, law and ethics

The skills, experience and qualities expected from a treasurer:

In addition to the skills, and experiences listed above for a treasurer, the following additional attributes are desirable.

1. Leadership skills.
2. Experience of committee work.
3. Tact and diplomacy.
4. Good communication and interpersonal skills.
5. Impartiality, fairness and the ability to respect confidences.
6. A willingness to be available to all staff for advice and enquiries on an occasional basis



Who Can't Be a Trustee?

There are a number of legal restrictions that prevent people from acting as a Trustee. If you are invited to join the board, you must be able to make the following declarations:

I declare that I am not disqualified from acting as a charity Chair and that:

- I am aged 18 years or over at the date of this election or appointment
- I am capable of managing and administering my own affairs
- I do not have an unspent conviction relating to any offence involving deception or dishonesty
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement)
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body
- I am not disqualified under the Protection of Vulnerable Adults List

What support is available to become a trustee?

Our meetings are fairly informal but we know that the idea of joining a new group in any circumstance can be daunting and that some people may need additional support to have the confidence to take on the role. As with our staff and volunteer team, we both welcome and highly value lived experience in our leadership and recognise that more than one voice is needed – we know that people's individual experiences of mental ill health are always different. This range of voices mixed with wide ranging skills, knowledge and experiences are what contribute to making our organisation successful and able to deliver support that can reach as many different people as possible, within our funding constraints.

We offer a wide range of support to new trustees and if there is something not in the list that you need or want, then do let us know. Support available to you would include:

- Informal discussions with existing trustees prior to application
- Internal and external, formal and informal training opportunities on a range of topics such as the responsibilities of trustees to mental health awareness, strategic development and financial management. This may take the form of accessing online training from organisations such as ACAS or FutureLearn, support from the Mind network, local training such as that delivered by Community First Yorkshire
- A mentoring/buddying opportunity with an existing member of the board or a member of our staff team if more relevant and appropriate
- Covering the cost of out-of-pocket expenses such as childcare or supported transport to ensure meetings are accessible
- Review meetings with the chair of the board to discuss any additional needs or support
- The function to attend meetings electronically if you are unable to do so in person.

We are happy to consider any further adjustments or support needed, please get in touch with us to have an informal chat.

How do I become a Treasurer?

We ask potential trustees to complete an application form and equalities form and then a current board member will get in touch for a chat. If you are invited to join the Board, either a nomination will be put forward at the AGM or you can be co-opted by the existing trustees if the AGM is more than 9 months away. Co-opted trustees can sit on the board until the next AGM where they would need to stand for election by our membership.

An application form can be completed at <https://tinyurl.com/mindtrustee>

For an informal and confidential discussion about the role, please get in touch on 01723 339838 or info@swrmind.org.uk with your contact information and we will arrange a conversation with one of our team.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. Board meetings are hybrid and whilst we do prefer to meet in person, trustees are also able to attend remotely.

Useful links for more information

National Mind www.mind.org.uk

Scarborough, Whitby and Ryedale Mind www.swrmind.org.uk

The essential trustee: What do you need to know, Charity Commission
<http://bit.ly/2veLuJ2>

Conflicts of interest: a guide for charity trustees, Charity Commission
<http://bit.ly/2vYawPA>

NCVO Trustee Information <https://bit.ly/3LT0WV0>

Reach Volunteering: Become a Trustee

<https://reachvolunteering.org.uk/guide/become-trustee>



Join the fight for mental health!



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