



Manchester Mind: Trustee Treasurer role

The Trustee Treasurer role at Manchester Mind is an opportunity for a finance professional to add value and financial stewardship to a dynamic and successful mental health charity. The support of a strong finance team, committed service director and an engaged Board of Trustees provides the foundation for a term as Treasurer that can have a lasting impact.

Background and timing

The Trustee Treasurer role will become vacant at the next AGM (November 2016). As such, to we are looking to co-opt a Trustee to the Board in advance to build their awareness of the roles of Trustee and Treasurer in advance of formal appointment at the next AGM.

Treasurer role

The role of the Treasurer is to:

- Maintain an overview of the organisation's financial affairs;
- Promote the financial viability and long term sustainability of the organisation; and
- Ensure that appropriate financial procedures are followed and accounting records maintained.

About you

The role provides an opportunity to give something back to the local community and use your skills and experience to make a meaningful difference in the lives of others.

Manchester Mind welcomes applications from all sections of the community but to increase the skills mix and diversity of our current Board we would particularly welcome applications from:

- People with professional expertise in accountancy and fund-raising and/or a commercial or legal background.
- People with direct experience of mental health issues – either personally, as a carer or in a professional capacity.
- People from BME communities (who are currently under-represented at Board level).

The role would suit a range of people, from young professionals looking to broaden their leadership credentials to senior or retired professionals looking to give something back to their local communities.

About Manchester Mind

Manchester Mind is a local mental health charity registered with the Charity Commission (Registered Charity Number 1102058) and affiliated to the national charity Mind. Many people in Manchester are finding it harder to cope with everyday pressures they face - making ends meet

financially, getting and staying in a job and caring for loved ones. The stress that people experience increases the chance that they will experience poor mental health.

We exist to provide advice and support to empower anyone living in Manchester experiencing a mental health problem. We work to improve services, raise awareness and challenge stigma and discrimination. We won't give up until everyone experiencing a mental health problem in Manchester gets both support and respect.

We provide a range of services providing people with practical and emotional support to promote their recovery:

- An Assertive Outreach service partner for people with long term mental health problems.
- An advice and welfare rights service to help people tackle poor housing, benefits and debt.
- A café and a catering business run as a social enterprise, and allotments, which provide volunteering opportunities for people ready to get back into a learning/working environment and/or to lead a healthier lifestyle.
- A young persons' project (YASP) providing support and volunteering opportunities for 15-25 year olds.
- A mental health training programme to help local employers create healthy supportive workplaces.

We also work with local organisations and businesses providing training to increase awareness of mental health and challenge stigma.

About the Treasurer Role

A Trustee's role is to oversee the charity; make sure we act legally and ethically and use our finances to benefit others. We also need to ensure we deliver on our strategic and business plans, achieve financial sustainability and manage the organisation's performance.

Trustees are required to regularly attend monthly Board meetings (currently on Tuesday evenings, 5-7.45pm) as well as commit approximately 2 to 3 hours to read through papers prior to the meeting and/or to attend other sub-committees. Additionally, as Treasurer, you would also be expected to chair the Finance Sub-Committee, which meets monthly for 1 to 2 hours, scrutinise the charity accounts and ensure SORP compliance with the Charity Commission. If you are selected we'll make sure that you are properly inducted to the Board, have a mentor while you're learning about your role and have regular reviews with our Chair (full details are in the General Trustee Role Description).

Interested in applying?

So if you're up for a challenge, have the necessary skills and have a few hours a month to spare, take a look at the role description for more details of what's involved. We'd love to hear from you!

Take a look at www.manchestermind.org for more information about who we are, what we do and to download an application form. **The deadline for applications is 30 April 2016**

If you'd like a chat about becoming Treasurer, please phone our Service Director, Elizabeth Simpson, on 0161 226 9907 or email her at elizabeth.simpson@manchestermind.org or contact our existing Treasurer Tim Hayle at timhayle@hotmail.com