

# Treasurer Application Pack

November 2023

Help us make sure that we  
are always here for those  
that need us!

# Help us make sure that we are always here for those that need us!

Thank you for your interest in this vital role for our organisation.

As a mental health charity dedicated to supporting those in need, having a Treasurer on our Board of Trustees is essential for ensuring the financial stability and long-term sustainability of our organisation.

The Treasurer plays a crucial role in overseeing the management of our finances, safeguarding our resources, and making informed financial decisions. With their expertise and dedication, we can maintain a strong financial foundation, allowing us to continue providing vital mental health services to those who rely on us.

By joining our team as Treasurer, you can help us secure our vision and ensure that we remain a reliable and steadfast resource for individuals seeking assistance with their mental health challenges.

Your contribution as Treasurer is integral to our commitment to making a lasting impact on the lives of those we serve. Join us and be a vital part of our charity providing unwavering support for those in need.

If you are excited by the prospects of this vital voluntary role on our Board of Trustees and would like to know more, please contact **Hilary Lythgoe**, Director of Resources at [hilary.lythgoe@hertsmindnetwork.org](mailto:hilary.lythgoe@hertsmindnetwork.org)



**Jess Lievesley**  
Chair



**Joanna Marovitch**  
CEO

## Role Description: Treasurer

### Purpose of Post

The role of a Trustee is to govern the activities and affairs of Hertfordshire Mind Network (HMN) and oversee the strategic and general management. Specifically ensuring that HMN has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives.

Trustees are expected to undertake duties in a manner that reflects HMN values and ethos; and which is open, non-oppressive, respectful, led by lived experience and committed to equality of opportunity.

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. These include Board, development, strategy meetings as well as the Annual General Meeting. These are held face to face.

The following is required attendance for all Trustees (exceptional absence for two events, unless due to ill health):

1. Board meetings – held four times a year
2. Development days – held twice a year
3. Strategy meeting – held once a year
4. AGM

### Responsibilities of Treasurer

Presenting financial reports to the Board in a format that helps the Board understand the charity's financial position

- Advising the Board on how to carry out its financial responsibilities
- Working with professional advisors
- Overseeing the preparation and scrutiny of annual accounts
- Overseeing budgeting and forecasting, other finance/accounting related ad-hoc reports
- Advice on key appointments in finance/accounting department

### General duties of Trustee

The duties of Trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well run and efficient.
- Ensuring the appropriate use of HMN's charitable funds and assets in pursuit of its objects and strategic objectives and oversee the effective management of the resources and assets of the charity.

- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensure a robust risk management process is in place to identify and address any risks impacting – or potentially impacting -the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensuring that all delegation by the Board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded and complied with.
- Ensuring that HMN has an appropriate governance structure in place in relation to its objectives, size and stakeholders to enable Trustees to fulfil their responsibilities.
- Assessing its own performance annually by actively taking part in MQM assessment.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of HMN's work and relationships.
- Ensuring that HMN is accountable to its members, funders and stakeholders.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions.

This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

### **Expectations of a Trustee**

- To ensure equality of opportunity is promoted and sustained through all aspects of HMN's work and relationships and commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To represent the Board, if necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable Trustee and Director of a charitable company, to always act properly and declare any impediment or interest relevant to the role of Trustee.
- Act in good faith with due care and diligence for the best interests of HMN and working within HMN's vision, mission and values.
- To attend and participate in Board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.

- Respect confidentiality of matters discussed at board and any other meetings set up by the Board.
- Evaluate the performance of Board in relation to the agreed objectives.
- To engage with the wider work of HMN.

Person Specification	Essential/ Desirable
<b>Treasurer</b> In addition to the person specification for a Trustee, the Treasurer should have the following qualities:	
You should possess a background in auditing, accounting, or financial roles within commercial or not-for profit organisations.	E
You will be ACA, ACCA, CIMA-qualified or equivalent.	E
You will be a strong and strategic financial leader to play a key role in ensuring HMN continues to go from strength to strength.	E
<b>Trustee</b> All trustees need to demonstrate the following competencies to become a member of the board:	
A commitment to HMN's vision, purpose and values.	E
Knowledge and/or interest in mental health issues.	E
A willingness to devote the necessary time and effort.	E
Strategic vision.	E
Good, independent judgement.	E
An ability to analyse information and think creatively.	E
A willingness to speak their mind.	E
An understanding and acceptance of the <a href="#">legal duties, responsibilities and liabilities of trusteeship</a> .	E
An ability to work effectively as a member of a team.	E
Willingness to seek constructive debate and dialogue over confrontation.	E
A commitment to <a href="#">Nolan's seven principles of public life</a> : selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	E

## About Hertfordshire Mind Network

Hertfordshire Mind Network deliver essential mental health support in Hertfordshire, providing a diverse range of services from our eight Wellbeing Centres and other venues across all ten districts of the county. Funded locally, our services are available to all residents in Hertfordshire over the age of 18 and we offer dedicated services for 5-18 year olds.

We create opportunities for individuals experiencing mental ill health to make choices, find their solutions, build resilience and manage their wellbeing. Our services are based on the principle of self-help with a strong emphasis on prevention, personal development, self-management and improving health and wellbeing. We provide opportunities for individuals to access support to enable them to recover from or live with mental ill health.

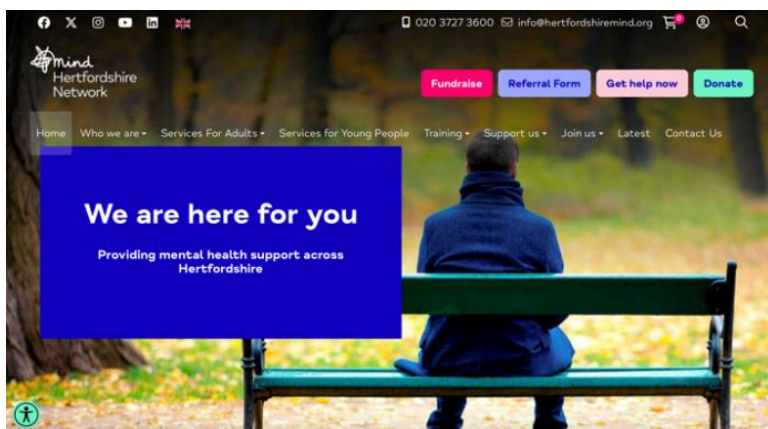
Our services are grouped in the following areas:

- Crisis services
- Complex needs and community support
- Employment support services and training
- Health and wellbeing
- Peer support
- Children and young people

We provide support to approximately 10,000 people experiencing mental ill health each year.

We are a local Mind, affiliated to national Mind, the leading mental health charity in England and Wales. This means that we are an independent charity responsible for raising our own funds through contracts, grants and fundraising.

To see more about our services [view our website here](#)



## Our Vision, Purpose and Values

### Our vision

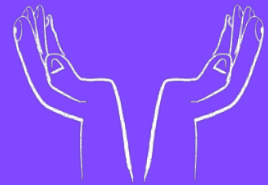
“Every person in Hertfordshire will feel supported with their mental health.”

### Our purpose

1. We fight for the mental health of every person in Hertfordshire.
2. We provide mental health support, opportunity, advocacy and resources.
3. We will elevate and promote the voice of those with lived experience of mental ill health.

## Hope

We believe in potential, possibility and opportunity. We embrace a culture of curiosity and sustainability. We believe in choice, freedom, change and a better future for every person experiencing mental ill health.



## Courage

We are determined, bold and unstoppable. We welcome transformation and innovation, advocate for improvement and influence change in Hertfordshire's mental health system. We are resilient and speak loudly in the face of adversity and inequality, and we fight tirelessly for mental health.



## Together

Coproduction is at the heart of our organisation. Together we share learning, build relationships and connect with others. We work in partnership with individuals, the voluntary sector and statutory services, local organisations and companies, to generate new ideas and promote inclusion and diversity and a better understanding of mental health across our community.



## Responsive

We are open and transparent. We take time to listen, to learn, to share and to act. We adjust to change, make timely decisions and are both respectful and inclusive.



## Our impact

Our **2022/23 Impact Report** provides information about the successes and challenges of the year and celebrates the achievements of our clients, volunteers, staff and supporters.

Please click the image to open the full report and read about our year.

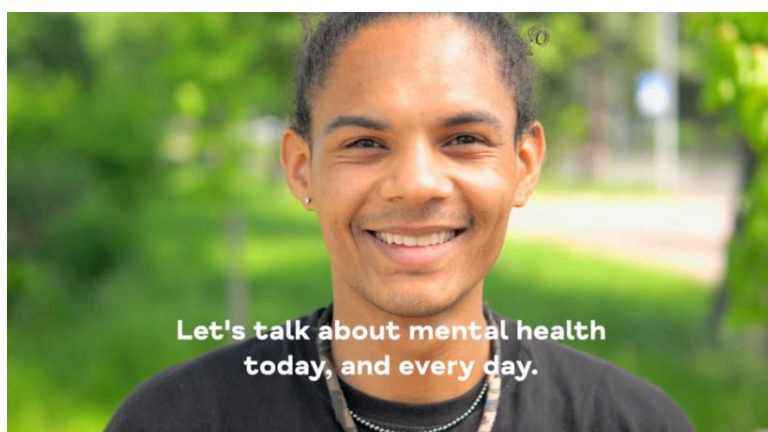
Alternatively, you can [download the Impact Report here](#).

## More about us

In line with our values, we are strongly committed to the belief that good mental health is a universal human right. You can see our [World Mental Health Day Video here](#)



We also encourage people to talk about mental health throughout the year, not just for World Mental Health Day. We want our communities to talk about mental health every day. You can see our [Let's Talk about Mental Health Video here](#)



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