

TREASURER RECRUITMENT PACK

SPRING 2025

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# INTRODUCTION FROM PIP GALLAND, CHAIR OF TRUSTEES

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I am honoured to be the Chair of Trustees for Bath Mind. We are a local charity and a leading third sector mental health provider based within Bath and NE Somerset. We are affiliated to national Mind, but we are independent with our own governing structure and financial accountability.

We have come a long way in our 26-year history as a registered local Mind charity providing vital services for our communities which range from early intervention and prevention wellbeing support through to registered care, crisis accommodation and evening pre-crisis interventions.

Bath Mind’s income sources range from health and social care contracts, housing rents, grant income and community fundraising donations.

We are a robust and thriving organisation with over 115 staff and a turnover of £2.5m.

Bath Mind’s Impact Report for 2023/24 illustrates the breadth of our work.

[Impact report 2023-24](https://www.bathmind.org.uk/wp-content/uploads/2024/10/Impact-Report-2023-2024-Web.pdf)

We are excited to announce that we are seeking a Treasurer to join our seven strong Board of Trustees.

# VISION, MISSION AND VALUES

**Bath Mind Vision**

Our vision is of a society that promotes and protects good mental health for all and treats people with experience of mental distress fairly, positively and with respect.

**Bath Mind Mission Statement**

We are here to promote and nurture everyone’s mental health through the provision of information, activities, advice and support.

**Bath Mind Values**

Our values underpin everything we do and are a core part of who we are.

**Empowering**

We take pride in building confidence in the people we support, giving them the tools and ability to take ownership of their own mental health and wellbeing. We empower our staff and volunteers, supporting them in their personal development to maximise their full potential.

**Compassionate**

We provide an individualised approach, and we make sure that each person is seen, known and at the very centre of their own support. We offer a tailored approach to the people who use our services, our staff and our volunteers, including using the most effective communication methods possible. We prioritise and respect an individual’s privacy, dignity, preferences, uniqueness, and freedom to express them self.

**Connected**

Through our empathic, innovative approach we ensure that we are connected, relatable, and fair to all. Effective communication and our collaborative ethos ensure we are united to improve mental health and wellbeing through mutually agreed methodology.

**Courageous**

We aim to support positive experiences for our communities, staff, and volunteers through a culture of confidence to be bold and creative, expressing opinions even if they differ from others. We feel comfortable in speaking up when we see something that doesn’t look right, and will actively engage in resolving problems.

# JOB DESCRIPTION FOR ROLE OF TREASURER

**Bath Mind Board of Trustees**

The role of the Board of trustees for Bath Mind is to ensure the aims, purposes, ethos and legal duties of the organisation are adhered to at all times.

The Board provide overall guidance, and will support the Senior Leadership Team to develop the strategic objectives, and ensure the highest level of quality, to be inclusive, robust and place our beneficiaries at the heart of everything we do.

The Board are committed to the vision, mission and values of Bath Mind.

**As Treasurer, you are responsible for:**

* Assisting and advising on the formation of the Charity’s strategy with particular
* regard to ensuring that the Charity has the resources to deliver the strategy.
* Ensuring that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
* Ensuring that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
* Recommending to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;
* Overseeing the appointment of auditors and review on a regular basis.
* Working in close partnership with the Finance Manager in executing their responsibilities and achieving their goals.
* Ensuring that the Board is aware of its financial duties and responsibilities and that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
* Acting as Chair of the Finance sub-committee of the Board

**As a Trustee you are responsible for:**

* Taking legal responsibility for the work of the Charity and the employment of its staff.
* Deciding overall strategy and policy for the Charity's work within the framework laid down by the Articles.
* Assessing the risks facing the Charity and keeping a risk register.
* Responding to complaints/dissatisfaction from funders or users.
* Ensuring that all committee responsibilities, delegated or otherwise, are carried out effectively.
* Ensuring the Charity complies with relevant legislation, particularly but not limited to the Charities Act, Companies Act, Employment legislation, Health and Safety legislation and regulations; Safeguarding legislation; and Finance legislation.
* Ensuring that the Charity premises are properly insured and maintained in a safe condition.

Reasonable expenses incurred in fulfilling Board member duties are reimbursed.

Location: Bath (a mix of online; some blended; and some in person meetings).

Time commitment: The Board meets monthly/six weekly and holds one Board development away day. The Treasurer is also Chair of the Finance Sub Committee which meets one week before each Board meeting.

There are various other meetings and events, the time commitment including reading and preparation for meetings is estimated to be an average of one day per month.

Bath Mind are at the forefront of Equality Diversity Inclusion and Equity (EDIE) and believe the more inclusive we are, the better the work will be. We have built a team which represents a variety of backgrounds, perspectives, and skills, and we recruit on the basis of merit and potential. We strive to have a diverse Board of trustees and we are currently underrepresented and keen to invite applicants from minority communities. We also welcome applications from people who have personal experience of using mental health services.

We are a Mindful Employer and a Time to Change champion and so have access to a wealth of information and support for staff who experience stress, anxiety, depression or other mental health problems.