

Role Description for Treasurer of Euro Youth Mental Health



Role Description for Treasurer

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation. You will also be involved in the general trustee role supporting the board. This first part of this document looks at the responsibilities of a general trustee before the additional details of a Treasurer.

Supporting the strategy of the organisation alongside the other board members and chair by

- Actively participating and developing the strategy by which the charity aims to fulfil its charitable purpose.
- Hold the chief executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate.
- Analyse and positively contribute to the strategic development of long term plans for the charity and its beneficiaries.
- Safeguard the good name and reputation of the charity.
- Build and maintain close relationships between the charity's various constituencies and stakeholder groups to promote the effective operation of the charity's activities.
- Agree on an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders.
- Agree the charity's values and ensure that they are reflected in the conduct and activities of the organisation and those who work for it.
- Set the tone for the charity through leadership, behaviour and performance.
- Promote and develop the charity so it can grow and maintain its public benefit.
- Represent the charity at functions, meetings and in the wider media, in line with the charity's agreed media strategy.

As the treasurer you will support the board and chair with Compliance Tasks including:-

- Ensure that the charity complies with its governing document, charity law and any other applicable legislation and regulations including safeguarding and fundraising, where applicable.
- Ensure the effective and efficient administration of the charity and its resources, striving for good governance practice.
- Manage and use the charity's resources to optimise impact and the delivery of the charity's objects.
- Ensure that financial controls are robust and that the board is kept fully informed through timely and relevant information.
- Identify and assess the charity's risks and opportunities, determine which are appropriate or desirable, and establish effective risk management mechanisms to monitor these.
- Ensure that those working on behalf of the charity, including third parties, abide by the standards that the charity sets and the relevant requirements of legislation (e.g., the relevant provision of the Charities (Protection and Social Investment) Act 2016).

- Uphold the values of the charity by example, and ensure that the organisation promotes equality and diversity for all its stakeholders.

You will also support the board with Performance Monitoring:-

- Ensure the chief executive and the senior management team effectively implement trustee board decisions.
- Ensure a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the chief executive officer and, where applicable, other members of the senior management team.
- Set challenging objectives for improving performance and monitoring performance against those targets.
- Pay due regard to ensure that any key performance indicators are in alignment with the ethos of the charity and culture it promotes.

In addition to the general responsibilities of a trustee, the duties of the treasurer include the following:-

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports 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 the organisation'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 the charity
- 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
- Contributing to the fundraising strategy of the organisation
- 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
- Sitting on appraisal, recruitment and disciplinary panels as required

Person Specification

In addition to the person specification for a trustee, the chair should ideally have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- 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
- Experience working in the field of mental health
- Experience working with young people
- Experience in European wide youth projects
- We encourage applications from people under 35 years of age but welcome all applications

How much time will be required of you?

- This will be an online-based role for a minimum of 3 hours a month, and as the development of the group progresses reduced to 3 hours a quarter, 3 management committee meetings and an Annual General Meeting annually (to be agreed). There will be additional meetings that you will be invited to today however these will be optional
- The hours are flexible to suit you and your commitments. Internet and phone/mobile access are essential.
- Potentially represent the organisation at conferences and events.
- Optional amount of involvement in supporting and advising in the development of funding and/or strategic activities.
- Attend approximately 5-7 hours of Induction period over the 1st month.

There will be an interview for this position and we will require 2 references. This role may also require a DBS