



**INFORMATION PACK**  
**Treasurer of**  
**Teesside Mind**



# WELCOME

## **Treasurer of Teesside Mind**

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

Could you help shape the future of Teesside Mind and strengthen the financial stewardship of a charity supporting thousands across the area?

Becoming our Treasurer is a rewarding way to make a meaningful difference. You will play a vital leadership role, see the impact of your contribution first-hand, and support an organisation deeply rooted in its communities. We provide full induction, training and ongoing development. Travel expenses are reimbursed.

Teesside Mind is a local, independent charity affiliated to national Mind. We support people to enjoy good mental health and lead fulfilling lives. With a turnover of more than £5 million and over 150 staff, we are recognised for delivering high-quality, life-changing services.

I hope you'll be interested in joining our team once you've read this pack and I look forward to meeting you.

**Emma Howitt**  
**CEO**



**The role of the Trustee Treasurer is an important one; it sits at the heart of the charity helping it achieve its mission and aspirations, whilst ensuring financial stability, governance and decision making. During my time supporting Teesside Mind, I have had great pleasure to work alongside an amazing group of passionate trustees from all walks of life, and have proudly wore the shirt at fundraising events, which I'll continue to do to support this fantastic charity that plays a vital role in my home town.**

David, Vice Principal - Finance and Corporate Services at Hartlepool College FE



## Our Values

### CARING

We genuinely care about local people and the work that we do. We treat people with respect and dignity.

### WELCOMING

It can be difficult to ask for help and there is still much stigma associated with mental health. When people come to us for support, our response is warm and welcoming. Our staff and volunteers are helpful and friendly. We don't judge people.

### TRUSTWORTHY

People trust us with their personal stories. We appreciate this isn't easy and are grateful for people's confidence in us. We take confidentiality very seriously.

### DETERMINED

We are committed to finding the best support for local people. We can tailor our services to meet their needs as we know finding help for mental health issues can be difficult. If we can't help then we'll find the right support from other local organisations where needed.

### PROFESSIONAL

All our staff and volunteers are skilled in the work they do and are supported by us. We're constantly working to ensure our environment is safe and beneficial to you.



# Treasurer of Teesside Mind

## The Opportunity

We are seeking a new Treasurer to join our Board of Trustees in 2026. This is a critical governance role providing oversight on Teesside Mind's financial health.

The Treasurer chairs the Finance Sub-Group and works alongside three other trustees, reporting recommendations to the Board. While all trustees share responsibility for the charity's finances, the Treasurer provides focused expertise and guidance.

We are looking for someone caring, committed, financially confident and motivated to help us achieve our vision.

## Treasurer Role

Treasurers hold the same statutory duties as all trustees, with additional oversight of the charity's financial wellbeing.

As Treasurer, you will:

- Maintain an overview of the charity's financial affairs.
- Ensure financial viability, sustainability and compliance.
- Support the Board to make informed decisions based on clear, robust financial reporting.
- Oversee financial controls, policies and procedures.
- Provide strategic financial insight to support planning.
- Ensure financial practices meet Charity Commission and Company Law requirements.
- Act as an accessible adviser to the CEO and Finance Team, offering constructive challenge and guidance.

## Treasurer Duties

In addition to general trustee responsibilities, the Treasurer will:

- Support the Finance Manager or CEO in presenting budgets, management accounts and annual financial statements.
- Maintain oversight of how resources meet current and future needs, including maintaining an appropriate reserves policy.
- Ensure financial controls, procedures and processes are effective and followed.
- Advise on financial implications of strategy and plans.
- Oversee investment policy, ensuring ethical and legal compliance.
- Contribute to audit preparation and reporting meetings and have oversight of how accounts are prepared and submitted in line with statutory responsibilities.
- Ensure audit recommendations are followed up.
- Contribute to fundraising strategy and financial planning.

## General Trustee Duties

All trustees share responsibility for:

- Ensuring the charity delivers its objectives and has a clear long-term strategy.
- Complying with the governing document, charity law, company law and regulatory requirements.
- Exercising a duty of care and ensuring the charity is well-run and financially stable.
- Overseeing proper use of funds and assets.
- Ensuring robust policies, procedures, systems and risk management.
- Setting and monitoring organisational performance.
- Safeguarding the charity's values and reputation.
- Appointing, supporting and appraising the Chief Executive.
- Ensuring effective delegation and reporting.
- Maintaining appropriate governance arrangements.
- Evaluating Board performance every two years.
- Embedding lived experience influence across our work.
- Ensuring accountability to stakeholders and funders.
- Bringing personal expertise to Board discussions.

## Expectations of trustees

Trustees are expected to:

- Attend and participate in Board and subgroup meetings, reading papers in advance.
- Take part in induction, training and ongoing development.
- Maintain confidentiality and declare conflicts of interest.
- Engage with staff, volunteers and the wider work of Teesside Mind and national Mind.
- Promote equality, diversity, inclusion and meaningful involvement of people with lived experience.
- Act with integrity, good judgement, care and diligence.

This is a voluntary role with travel expenses paid. The commitment is around 4–8 hours per month, including six Board meetings per year (usually Monday evenings). In addition, the Finance Sub-Group meets quarterly on Teams for around two hours. Trustees must be able to travel to Teesside when required.

# Person Specification Criteria

## Essential (Treasurer-specific)

The Treasurer should bring:

- A recognised financial qualification and/or substantial experience in financial management.
- Experience of charity finance or willingness to learn.
- Confidence in analysing financial proposals and assessing risk.
- Ability to explain financial information clearly to non-specialists.
- Willingness to make challenging or unpopular recommendations when needed.
- Availability to provide occasional ad hoc advice to staff on financial matters.

## Essential (for all trustees)

All applicants must demonstrate:

- Commitment to Teesside Mind's vision, purpose and values.
- Knowledge of or interest in mental health.
- Independent judgement and ability to think creatively.
- Willingness to devote the necessary time and effort.
- Confidence in contributing to discussions and sharing views.
- Ability to work collaboratively as part of a team.
- Understanding (or willingness to learn) of trustees' legal duties.
- Commitment to the Nolan Principles of Public Life.

**Collectively, our Board includes expertise in areas such as governance, health and social care, law, leadership, strategic and financial planning, safeguarding, risk management, quality standards and knowledge of the communities we serve.**

## Equality, Diversity and Inclusion

We are committed to building a Board that reflects the diversity of Teesside. We particularly encourage applications from people with lived experience of mental health problems and from groups currently under-represented in governance roles. Whether you are an experienced trustee or completely new to the role, if you share our values, we would love to hear from you.

## How to Apply

If you would like to find out more about this opportunity or submit an Expression of Interest and CV, please contact our CEO, Emma Howitt, at [emma.howitt@teessidemind.org.uk](mailto:emma.howitt@teessidemind.org.uk).

If you need any reasonable adjustments to support your application or interview, please let us know and we will be happy to help.

Successful applicants will be required to complete an Enhanced DBS check and standard director/trustee disqualification checks.

**Closing date for applications:  
Tuesday 31<sup>st</sup> March 2026**



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## Treasurer of Teesside Mind



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