

# MENSTRUAL HEALTH PROJECT

## Treasurer Trustee Role

We have an exciting opportunity for an individual to join our board of trustees as our treasurer to support our organisation to carry out and oversee our financial responsibilities.

### About Menstrual Health Project

Menstrual Health Project is a UK charity founded in 2022 by Anna and Gabz, two friends who connected online due to both suffering with Endometriosis. After years struggling to get diagnosed due to gaslighting, misdiagnosis and a lack of knowledge, they both were using their social media platforms to raise awareness, advocate and share their own journeys with Endometriosis and chronic illnesses. After many conversations between them where both felt deflated and frustrated, they knew the time had come to create Menstrual Health Project, so they could do what they were currently doing but on a wider scale and with a larger voice!

### Our Mission

Our mission is to provide practical support for those suffering with menstrual health concerns and conditions through educational tools and resources. We are aware of the challenges those suffering with these concerns and conditions face, and we strive to help people navigate these conditions more confidently, accurately and comfortably, whatever stage in life they are at.

### Our Vision

Our vision is to create a world where menstrual health is no longer stigmatised, considered a taboo and normalised in today's society. We want everyone to feel empowered, informed and heard.

### Main duties of a Trustee

- Ensure the charity is carrying out its purposes to the public benefit comply with the charity governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Dedication to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities and companies

### Key tasks of the Treasurer

The treasurer will oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board, and to make sure that money and finances are correctly and accurately managed. They will ensure that bookkeeping, record keeping, and budgeting are done properly in conjunction with the Co-Founders and Chairperson. This includes:

- Ensuring proper systems are in place for budgeting, financial control and reporting
- Overseeing and monitoring procedures to reduce the risk of fraud keeping all trustees properly informed about the state of the organisation's finances.
- Ensuring financial reports to the Board of Trustees are comprehensible and properly discussed
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies such as the charity commission

- Overseeing the appointment and communications with auditors or independent examiners according to legal requirements
- Monitor the overarching strategic management of the organisation's financial resources, and report to the Co-Founders and Board
- Oversee the charity's financial risk-management process and report financial health to the Board of Trustees at regular intervals
- Act as a counter signatory for online banking and applications to funders

### **Main Responsibilities**

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year
- Suggest alternative scenarios while evaluating strategic plans as part of the risk management process and as part of performance and reporting scenarios
- Ensure a high standard of management accounting is maintained in order to support informed financial decisions and efficient management of daily operations
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per the Charities Statement of Recorded Practice (SORP) guidelines
- Explain technicalities of accounts in plain language which is fully understood by the Trustees
- Develop a reserves policy and safeguard the organisation's finances
- Keep the Board informed of the free reserves position regularly and provide advice to cope with changing financial circumstances
- Chair the Finance Committee in line with the Governing Document of Menstrual Health Project, and report on committee meetings to the Board of Trustees
- Advise on the financial implications of the charity's strategic plans

### **What skills and experience do I need?**

- Qualified accountant with demonstration of not-for-profit awareness and knowledge
- Competent skills, with working knowledge of Xero or similar accounting software
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and the Treasurer role in particular
- Good communication and leadership skills

We are seeking a motivated and committed person to support us in this role. Working in a small team, you will be supporting our founders and board of trustees.

**Please note that this is a voluntary, unpaid position. However, we do reimburse all board members and volunteers the cost of travel to any events or in person meetings via public transport (e.g. train or bus fare) or if travelling by car this will be paid at 0.45p per mile from your home to the relevant destination.**

### **What will I gain from this opportunity?**

- You will be helping support a new charity and be part of our growth and development of the organisation
- You can develop existing skills and learn new skills and information
- Become part of a friendly and diverse team
- Attend a variety of events (virtual and in person)
- Give back to a good cause

- A huge sense of satisfaction in knowing you are helping others and making a difference to the lives of so many people
- Acknowledgement that Menstrual Health Project would not be able to support and help as many people as we do without the commitment and loyalty of our team of volunteers and board members

**Location:** Hybrid – this role is mainly remote working from home. But there will be meetings and events scheduled which will be in person with adequate notice provided ahead of time.

**Time commitment:**

The Treasurer Trustee will be expected to attend all board meetings to report on finances. The board will meet a minimum of 4 times per year, as well as additional Finance Committee meetings a minimum of 4 times per year. Initially board meetings are being held virtually each month in the first year of the Charities operation.

**What happens next?**

We ask if you can please read through the trustee application form and then complete ALL sections of the form and equal opportunities form. You will then need to return them to us via email:

[founders@menstrualhealthproject.org.uk](mailto:founders@menstrualhealthproject.org.uk)

Please note we do ask for 2 character references, the criteria for references are as follows:

1. They are not related to you
2. They must be over the age of 18
3. They have known you for a minimum of 2 years (preferably in an educational or work place setting)

Once we have received your forms we will then send off for your references. Upon receipt of your references and both being satisfactory, one of our founders or our chair, will contact you to arrange a suitable time for an interview. The interview will be carried out on a video call via Teams with our founders and chair of trustees.

If successful, we will contact to arrange a start date and discuss the induction process. Please feel free to contact us via email to discuss any questions or queries you may have about the role.

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