Havering Mind 

Governance development

Havering Mind – Trustee role description

The role of trustees is to govern the activities and affairs of Havering Mind and oversee the strategic and general management. To ensure that Havering Mind 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 Havering Mind’s values and ethos; which is open, non-oppressive, respectful, led by lived experience and committed to equality of opportunity.

Currently, we are keen to recruit trustees with experience or knowledge of one or more of the following:

* Finance management and /or accounting.
* Fundraising (including fundraising and /or event management) or successful bid writing.
* Marketing and sales.
* HRM and /or training delivery, and facilitation and/ or coaching and mentoring.
* Organisational policy writing and implementation.

In addition, we welcome applicants for trustee roles with experience or knowledge of some of the following:

* Strategic management in organisations.
* The mental health or health and social care sectors.
* Compliance in medical or public sector bodies.
* Law, including corporate or commercial and/or employment law.
* Digital communication and ICT.
* Campaigning in the charity/ or voluntary sectors.
* Volunteer management.
* Charity sector governance.

The Trustee role is voluntary. However, out of pocket expenses may be covered in line with Havering Mind’s expenses policy.

**The duties of trustees are as follows:**

To ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.

To ensure that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.

To exercise a duty of care ensuring that the charity is well run and efficient.

To ensure the appropriate use of Havering Mind’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.

To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.

To ensure that the organisation defines its goals and evaluates performance against agreed targets.

To be mindful of safeguarding the good name and values of the organisation.

To ensure the financial stability of the organisation.

To ensure a robust risk management process is in place to identify and address any risks affecting – or potentially affecting the organisation

To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive, the senior management team and trustees.

To ensure 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 going forward.

To ensure that Havering Mind has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.

To assess its own performance against strategic goals and performance targets annually.

To ensure that the key values of lived experience involvement and transformational leadership are sustained through all aspects of Mind’s work and relationships.

To ensure that Havering Mind is accountable to all its members, funders and stakeholders.

To ensure that any specific skills, knowledge or experience they have are used to help the board of trustees to 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.

To be willing to join a subcommittee which fits their knowledge, expertise or interest, and to report its activities to the main Board.

**The expectations of Trustees**

* To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company, to act properly at all times and declare any impediment or interest relevant to the role of trustee.
* To act in good faith with due care and diligence for the best interests of Havering Mind and working within Havering Mind’s Vision, Mission, and values.
* To give their time to attend and participate in main Board meetings, and sub-committees contributing their own views and ensuring that papers are read in preparation for meetings.
* To respect confidentiality of matters discussed at Board and any other meetings set up by the subcommittee.
* To undertake all training as required.
* To represent the Board (if necessary) on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
* To evaluate and reflect the performance of the Board in relation to the agreed objectives.
* To ensure equality of opportunity and diversity are promoted and sustained through all aspects of Havering Mind’s work and relationships and commit to ensuring that stakeholders have a say and that equalities issues are addressed
* To engage with the wider work of Havering Mind through multiple stakeholders, including public bodies and private organisations, the Board, service users, volunteers and staff.
* To commit to the [Nolan’s seven principles of public life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2): selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

**Person Specification**

All trustees need to demonstrate the majority of (or some of the essential) the following competencies to become a member of the board:

* A commitment to Havering Mind’s Vision, Mission and Values /E.
* Interest in or lived experience of mental health problems /E
* Leadership skills including willingness to lead or participate in projects and subcommittees /E
* An ability to think strategically /E.
* Willingness to devote the necessary time, effort and commitment to the trustee role / E.
* Time management skills and experience of handling multiple priorities including willingness to commit time to attending Board meetings, Sub-committee meeting and projects / E.
* Ability to make balanced, fair and independent judgements in challenging, difficult or uncertain situations /E.
* Ability to analyse complex information including interpreting figures, data and reports /E.
* Willingness to speak their mind, to ask difficult questions, to seek constructive debate and dialogue with other trustees and other stakeholders. Willingness to listen, to handle conflict constructively and to reconcile divergent viewpoints /E.
* Good communication and interpersonal skills, including ability to present information clearly and to write reports/E.
* Ability to work effectively as a member of a team or independently – depending on the nature of tasks /E.
* An understanding of/ or willingness to understand the [legal duties, responsibilities, and liabilities of trusteeship](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734288/CC3_may18.pdf), including governance, financial prudence, minimising risk and a duty of care to other board members and stakeholders/ E.
* To be willing to commit to [Nolan’s seven principles of public life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2): selflessness, integrity, objectivity, accountability, openness, honesty, and leadership/ E.
* An understanding of the turbulent external environment faced by charities including attracting external funding /D.

E/ Essential

D/ Desirable.