



For better
mental health

Richmond Borough Mind

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Reg. Charity Number: 263810

July 2011

Dear Prospective Trustee

Service User Trustee Vacancies

Thank you for your interest in our Service User Trustee vacancies.

You are probably aware that 'mental ill health' affects up to 1 in 4 people at some point in their lifetime.

This is why organisations like Richmond Borough Mind are so important. We provide services for people who have or have had mental health problems, supporting them in their journey towards recovery. We also work hard towards ensuring that people who use our services can play an active part in their communities, rather than experiencing exclusion and discrimination.

Richmond Borough Mind provides a varied portfolio of services for the local community, these being a Wellbeing Centre in Richmond and Mortlake, a Carers Project, a Counselling Service, an Ecotherapy Project, One to One Well Being Service, Peer Support through our People's Network, an Equalities Programme and Volunteering Opportunities.

As a Trustee you would be responsible for ensuring that Richmond Borough Mind does what it says it will: both in its Constitution and its strategic plans. You would be a key person in formulating such plans and deciding what the organisation does over the years to come. You would represent and ask key questions that relate to the direction and provision of our services and assist in ensuring the organisations future. You would protect Richmond Borough Mind: its property, its finances and its reputation. This is really worthwhile work.

Board meetings are in the evening about 5 times a year, but there are opportunities to participate in other ways, on the finance committee or by taking a special interest in a project or special aspect of our work.

I should draw your attention to the fact that we are not at present an incorporated body, though we do have trustee liability insurance. We are hoping to incorporate very shortly.

At present there are nine trustees; the new Articles of Association will state that there can be a maximum of 12. Going forward we would like to ensure that at least 25% of the trustees are individuals who use our services, as this brings a balanced perspective to the Committee.

Currently there is only one service user, who is a trustee and therefore we would like to appoint two more. It may seem to be a little daunting at first but you will find all the



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trustees and staff very supportive and willing to help you. Added to this, there will be an induction programme, so that you will have a solid background, from which to start.

I enclose some papers you need should you decide to take your application further:

- Application form
- Trustee role description & person specification
- Most recent audited accounts
- Annual Report
- Information leaflet about our services

Please don't hesitate to contact me, on 020 8940 5582 or via email on pjgreeves@aol.com for any other information you would like. It would be good to meet if you think you would like to take this further.

We do have a formal trustee recruitment procedure, using the application enclosed in this standard letter, when a couple of other trustees with me, would meet you.

I hope to hear from you soon.

Yours sincerely

PJ Greeves
Chair of RB Mind