

Richmond Borough Mind



For better
mental health

Trustee of Richmond Borough Mind Role Description & Person Specification

The statutory duties of a trustee Explained:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

Other duties:

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Represent the needs of Service Users by attending Service User Forum Meetings, and any other forum, including Staff Team Meetings as the active service user trustee.

Trustee of Richmond Borough Mind Person Specification

The list below shows some of the qualities or skills we shall be looking for. Please note that we do not expect prospective Trustees to have all of them. Everyone brings their own range of skills or experience, including some not listed below. We want to hear from you whatever you feel you can offer us. We consider the contribution each applicant could make and can offer training in some areas.

- An empathy for and commitment to Mind's aims, objectives and values
- A commitment to Richmond Borough Mind
- A willingness to devote the necessary time and effort (5 or 6 evening meetings per year)
- A willingness to contribute to discussions in Committee meetings and to listen to other points of view
- A commitment to being inducted in the legal duties, responsibilities and liabilities of trusteeship
- Experience of mental health services as a user or carer or an interest in mental health issues
- Some understanding of ways in which issues of race, racism, culture, gender, sexuality, age, religious belief and disability affect outcomes in relation to mental health
- Ability to think strategically
- Good, independent judgment
- Ability to think creatively
- An ability to work effectively in groups
- An ability to attend occasional training courses
- Integrity and loyalty to the organisation
- Ability to communicate clearly and sensitively and to take part in discussions
- Ability to work effectively as a member of a team within Mind's informal and collaborative culture.

Code of Conduct for Mind in Harrow Trustees

Purpose of the Code

The purpose of the code of conduct is to maintain the highest standards of integrity and stewardship, ensuring that Mind in Harrow is effective, open and accountable with good working relationships between Trustees, Chief Executive and other staff.

1. All Trustees must act with probity, due prudence and, where appropriate, in accordance with independent, professional advice that may be offered to the board.
2. Trustees should behave with courtesy and respect to each other and to staff.
3. Trustees must respect and support the decision of the majority.
4. Trustees should not use their position to gain financial or other material benefit for themselves, their families or friends.
5. Trustees must not place themselves under any financial or other obligation to outside individuals or organisations that might influence in the performance of their duties.
6. Should a conflict of interest arise, a Trustee must declare the interest and take no part in the discussion or vote.
7. Trustees should not behave in ways that could damage or undermine the reputation of Mind or its staff.
8. To be effective, Trustees must be willing to prepare for meetings, attend regularly and be punctual.
9. Any confidential information relating to service users, staff, or business meetings must remain confidential and not discussed or shared with others.
10. Trustees must act fairly and in accordance with good employment practice and equal opportunities in making decisions about personnel issues.
11. Trustees should not in any way undermine the delegated authority of the Chief Executive. Informal communication between Board members and workers is to be encouraged, provided it does not interfere with the management process.
12. Statements made or opinions expressed on behalf of the board can only be made with the explicit agreement of the board.
13. Trustees should respect the organisation's Code of Conduct and abide by all policies and procedures.