

Job Description

Job Title	Trustee Board Member
Service/Department	Board of Trustees
Salary	Unpaid (Expenses incurred while travelling to meetings)
Hours	4 meetings a year plus committees.
Base	Mid and North East Essex
Responsible to	Chair of the Board and Chief Executive
Accountable to	Chair of the Board and Chief Executive

Job summary:

The trustee board's primary roles are the good governance of the charity, to receive donations, protect the charity's assets, and use them for MNEE Mind's charitable purposes. Trustees must always act in MNEE Mind's best interests, applying the same care as a prudent person managing someone else's affairs. Decisions must be made collectively, not individually.

Key responsibilities:

The duties of a trustee board member are to:

- Make sure the charity is carrying out its purposes for the public benefit as defined in its governing document (Articles of Association)
- Comply with laws and regulations and follow the charity's governing document and all relevant legislation
- Always act in the best interests of the charity, making decisions collectively and dealing with conflicts of interest. This includes acting with reasonable care and skill, and taking appropriate advice when needed.
- Ensure the financial stability of MNEE Mind by managing resources responsibly, implementing appropriate financial controls and managing risk.
- Ensure the charity is accountable to its beneficiaries, regulators, and supporters
- Contribute actively to the board of trustees by giving firm strategic direction to MNEE Mind, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of MNEE Mind
- In addition to the above statutory duties which apply individually to all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance and evaluating or offering advice on other areas in which the trustee has particular expertise.

MNEE Mind trustee requirements:

- Trustees are expected to attend an induction session at MNEE Mind prior to their board meeting. Trustees are expected to attend 75% of all board meetings. which are held 4 times a year and usually last approximately two hours. There are usually one or two additional board away days annually.
- Trustees may be asked to join one of two board committees, which meet up to four times a year, for approximately two hours, either in person or by Teams.
- Trustees are invited to additional ad hoc meetings during the course of the year

<u>Person Specification</u>	
Essential experience	Desirable experience
<ul style="list-style-type: none"> • Knowledge and / or interest in mental health issues • Ability to meet the minimum time requirement • The ability to interpret and analyse financial information and data • Experience of strategic involvement (planning and vision) • Experience of information analysis • Ability to think creatively • Demonstrates understanding of the need to report and express concerns and to do so fairly, honestly and professionally. • Demonstrates an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship • Can explain the importance of team working, collective decision making and dealing with conflict 	<ul style="list-style-type: none"> • Financial management, income generation and enterprise • Public policy and public affairs • National and local voluntary sector • National and local government and statutory bodies • Digital strategy • Trading subsidiaries and social enterprise • Human resource management • Volunteering management • Funding/foundations • Collaborative partnerships • Social investment and impact • Awareness of the demographic of the community; the needs of the community and gaps in provision of service • Experience of commissioned services – risks and opportunities • Marketing • Fundraising

Organisational values: <i>Post-holders should be able to demonstrate the following:</i>	
Value	Phrase
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other