## RICHMOND BOROUGH MIND TRUSTEE ROLE DESCRIPTION

Richmond Borough Mind (RB Mind) is a registered charity that provides a range of services for people with mental health issues who live in the Borough of Richmond upon Thames. We have been providing services for over 60 years, working closely with service users, local authority, local health services and other voluntary organisations in the borough. We are a committed member of the Mind Federation and work closely with other local Minds, and National Mind. We are responsible for our own governance and fundraising.

The role of the Board of Trustees is to provide oversight of the governance and management of the charity in the best interests of beneficiaries.

**Our Mission**

* We promote good mental health for everybody and campaign for positive change.
* We provide high quality services, information and support.
* We focus on recovery to promote independence, support people to help themselves and help people realise their potential.

**RB Mind Values**

1. **Kind and People focused**

we listen and treat people as individuals; we act with respect and kindness

1. **Open**

we reach out to anyone who needs us and are transparent in our dealings

1. **Independent**

we speak out fearlessly and won't give up

1. **Collaborative/Together**

we are stronger in partnership

1. **Respected and respectful**

we have regard for the feelings and rights of others; we are recognised for the work we do

1. **GENERAL ROLES AND RESPONSIBILITIES OF ALL TRUSTEES**
* As part of the Board, to take overall strategic responsibility for the organisation’s business plan, management and long term plans
* To act in the organisation’s best interests, and ensure the organisation adheres to charity and statutory regulations and best practice, and its own governing documents
* To ensure the organisation is open and transparent, and takes accountability for its actions and decisions
* To work closely with other Board members and the CEO to ensure that RB Mind meets its aims and objectives
* To attend regular Board meetings and where appropriate Sub-Committee meetings, and take active part in decision-making and voting
* To consider all recommendations and proposals and ensure they are for the betterment of the organisation and its beneficiaries
* To be committed to RB Mind’s aims and objectives and promote a positive image of mental health
* To provide support and guidance to the CEO in the operational management of the organisation, including staffing, raising income and managing services and projects
* To undertake training as directed
* To occasionally attend external meetings to represent RB Mind’s interests
* To adhere to RB Mind’s policies and procedures

## APPOINTMENT TO THE BOARD

Trustees are normally appointed to the Board at an Annual General Meeting but can be co-opted onto the board at any time throughout the year, if due process is followed. A third of the Board retires by rotation each year at the Annual General Meeting and retiring members may put themselves forward for appointment for a further three years.

1. **TIME COMMITMENT**

Overall each year you would attend approximately 12 meetings plus 2 additional planning sessions and any additional work areas you may offer to carry out. This will include attendance at Board meetings, Board Committee meetings where you are a member or are invited to attend, the AGM, awaydays and at least two site visits a year. In addition, you will be required to consider all relevant papers prior to each meeting and you may be required to devote additional time to the organisation when it is undergoing a period of particularly increased activity.

1. **TERM OF OFFICE**

Terms are defined in the Memorandum of Association (Currently maximum of 6 years)

**Person Specification for all Trustees**

Please note that we do not expect prospective Trustees to meet all of the points on this list. We realise that each person brings their own variety of skills and experience, some of which may not be listed here. We consider the individual qualities of each application and training can be offered in some areas.

**Essential**

* A commitment to Richmond Borough Mind’s values
* Ability to think strategically
* Knowledge of trustee governance, and willingness to take on the legal duties, responsibilities and liabilities of trusteeship
* Knowledge of statutory and charity regulations and guidelines
* Knowledge of Mental Health issues, and awareness of local mental health provision
* Experience of mental health services as a user or carer or a demonstrable interest in mental health issues
* Good IT skills, and excellent communication skills
* Ability to process a range of reports, recommendations and proposals and make informed decisions on behalf of the organisation
* Willingness to attend Board meetings and where appropriate Committee meetings regularly
* Willingness to adhere to RB Mind’s policies and procedures
* Willingness and ability to attend mandatory and other training as required
* A willingness to contribute to discussions in Committee meetings and to listen to other points of view
* Clear, independent judgment
* 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 services
* Understanding of Data-Protection Legislation and confidentiality and how this will affect their role in Trusteeship.

**Desirable**

* Experience of trusteeship, preferably in a similar organisation
* Willingness to act as an ambassador to promote and represent the organisation to external bodies, organisations and companies
* Willingness to attend fundraising and tender events
* Personal experience of mental health
* Ability to travel around the borough for external meetings
* Specialist skills (experience in one or more areas would be desirable) e.g.:
* Mental Health / Health / Social Care management
* Leadership and Organisational Development
* Risk Management
* Digital services and activity
* Accounting
* Commercial knowledge e.g. in procurement or contracting
* Legal skills e.g. in charity or commercial law
* Fundraising
* Human Resources: HR and employment legislation experience
* Marketing and Communications