



**Trustee Specification for
Mind in Haringey**

Trustee Specification

Introduction

Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are expected to undertake duties in a manner that reflects our local Mind's values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: **a society where everyone experiencing a mental health problem gets both support and respect.**

Diversity

Diversity is critical for a board to be effective; enabling varied discussions, active debate and decision making. We encourage applications from people with lived experience of mental health problems and from all ethnic, socio-economic, religious, professional and personal backgrounds. Whether you're an experienced trustee or taking your first steps into governance, if you have the commitment, values and skills, we want to hear from you.

Role and Duties

The role of Trustees in Mind in Haringey is to govern the activities and affairs and oversee the strategic and general management of the charity. Specifically Trustees ensure that Mind in Haringey 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 Mind in Haringey's values and ethos.

The duties of Trustees are as follows:

- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations document, by developing and agreeing a long-term strategy.
- Exercising a duty of care to ensure that the charity is well run and efficient.

- Ensuring the appropriate use of Mind in Haringey's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting, or potentially impacting, the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.
- Ensuring 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.
- Ensuring that Mind in Haringey 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.
- Assessing the Board's own performance annually.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Mind in Haringey's work and relationships.
- Ensuring that Mind in Haringey is accountable to its members, funders and stakeholders.

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, and providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise.

Expectations

- To ensure equality of opportunity is promoted and sustained through all aspects of Mind in Haringey's work and relationships.
- Trustees should be eligible to become Trustees and company Directors in line with the law and Mind in Haringey's Governing Document.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of Mind in Haringey and working within our vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To respect the confidentiality of matters discussed at Board and any other meetings set up by the Board.
- To engage with the wider work of Mind in Haringey and the Mind Network.
- To represent the Board if necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- 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 undertake training and attend induction.

The trustee role is voluntary with expenses reimbursed. Time commitment will vary but it is expected that Trustees will commit to several hours of genuine input per month, it is expected that Trustees will be available for a mix on in person and remote duties. The board at Mind in Haringey generally meets on a bi-monthly basis, generally in person unless otherwise agreed.

Person specification

All trustees need to demonstrate the following competencies to become a member of the Board:

- A commitment to Mind in Haringey's vision, mission and values.
- Knowledge and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the [legal duties, responsibilities and liabilities of trusteeship](#).
- An ability to work effectively as a member of a team.
- Seek constructive debate and dialogue over confrontation.
- A commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.