

The Role of a Trustee

Introduction

As a Trustee, the commitment and energy you provide will make a direct difference to our Charity and everyone we help.

Being a Trustee is hard work and unpaid, it also carries enormous responsibility. The Trustees have the ultimate responsibility for running our Charity.

Being a Trustee however is also immensely rewarding; providing both expected and unexpected opportunities for personal development. And while you bring your skills and energy to running the Charity, you will also find you are gaining new skills, knowledge and experience. For example, you will help plan the strategic future of the Charity and its work, agree budgets, make policy decisions and have the opportunity to contribute to other key areas. You will also ensure that the Charity can be held accountable to its beneficiaries, the Charity Commission, and other stakeholders.

Although this is an immensely responsible and important position, you won't be on your own; you'll be joining a team of Trustees who are equally committed to the development of our organisation; each one bringing their own skills and expertise.

As a Board, we usually meet each month for 2 hours, and you will be expected to engage in discussions via email most weeks.

Role Description

The duties of a Trustee are:

- To ensure that our organisation complies with our governing document, the requirements set out by national law, the Charity Commission and Companies House and other relevant legislation.
- To ensure resources are utilised for maximum benefit and ensure that they are allocated exclusively in pursuance of our organisations objectives.
- To contribute actively as a Trustee; attending meetings, engaging diligently, conducting research prior to discussions as required, responding to correspondence efficiently.
- To safeguard the good name and values of our organisation.
- Represent our organisation at events and meetings as appropriate.
- To ensure the effective and efficient administration of our organisation.
- Abide by all organisational policies.
- Ensure the financial stability of our organisation.

- Protect and manage the property of our organisation and ensure the proper investment of funds.
- To declare conflicts of interest as and when they arise.
- To ensure that the organisation is properly insured against all reasonable liabilities
- In addition to the Statutory duties of a Trustee, you should also use any specific knowledge or expertise you have to help the Board reach sound decisions. This will involve scrutinising Board papers, leading discussions, focussing on key issues and providing advice and guidance as appropriate.
- To take part in sub-committee meetings as required.
- To participate in other tasks which arise from time to time such as interviewing new staff.
- To keep informed about the activities of other organisations and wider issues which affect our work.

The Charity Commission provides an excellent document on the role of Trustee for further information, which can be accessed via <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Person Specification

	Qualifications	Essential	Desirable
1.	Educated to GCSE C grade or above, including qualifications in maths and English	X	

	Experience and Knowledge	Essential	Desirable
1	We are looking for people with a range of experience and knowledge. In particular, would be keen to hear from qualified accountants, people with experience in marketing and others who have the drive to make a meaningful difference to our Charity and are ready to contribute and get involved on a regular basis.		

	Skills and Abilities	Essential	Desirable
1	Good interpersonal skills	X	

2	Team player able to promote collaborative, inclusive working	X	
3	Good communication skills	X	
4	Able interpret data such as that shown within management accounts, policies and research	X	
5	Able to take the initiative, be creative, proactive and flexible	X	
6	Personal resilience and ability to recognise own support needs	X	
7	Able to interpret legislation and apply accordingly	X	

Attitudes and Attributes

1	Positive attitude towards those with mental health difficulties	X	
2	Able to listen to others, respect their opinions and share their own	X	
2	A willingness to devote the necessary time and effort to Trusteeship	X	
4	A commitment to Mind in Bradford and its objectives	X	