

## Trustee Role Description

**Volunteer Role Title:** Trustee – Board of Trustees

**Location:** All Leeds Mind locations/hybrid

**Responsible to:** Chair of the Board of Trustees

**Hours:** Minimum commitment of 4-8 hours per quarter

### About the organisation

Leeds Mind is a progressive mental health organisation that supports people experiencing mental health difficulties to flourish. The aim of our work is to help people build on their strengths, overcome obstacles, and become more in control of their lives. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to ‘recover’ from periods of poor mental health, and to live life independently with their mental health condition.

The Board of Trustees is the governing body of Leeds Mind. The organisation is a charity registered with the Charity Commission and a company limited by guarantee registered with Companies House: Board members are Trustees of the charity and Directors of the company.

### Purpose of the role

The role of the trustees is to govern the activities and affairs of the organisation. Specifically, trustees ensure Leeds Mind has a clear purpose and direction, is solvent, well-run and delivers its charitable and strategic objectives.

### Key tasks & responsibilities

Trustees are expected to uphold and undertake duties in a manner that reflects Leeds Mind’s values and ethos.

The duties are as follows:

- Ensure that the organisation complies with the legal, charitable and financial requirements of a limited company/charitable organisation.
- Agree and oversee Leeds Mind strategic direction and ensuring it pursues its objectives (purposes) as defined in its governing document (Articles of Association) and by developing and agreeing a long term strategy.

- Ensure clear and appropriate evaluation and monitoring of overall strategy performance against agreed indicators.
- Ensure the financial stability of Leeds Mind and the organisation remains solvent.
- To safeguard the organisation's assets by ensuring finances/assets are used appropriately, prudently, lawfully and invested in accordance with Leeds Mind's stated objects and relevant legislation.
- Ensure a robust risk management process is in place to identify and address any risks impacting or potentially impacting the organisation.
- To act in the interests of the organisation, promoting Leeds Mind's work and safeguarding the reputation and values of the organisation
- Provide leadership in safeguarding of both adults and children.
- To ensure effective and efficient administration of Leeds Mind.
- To chair and/or be a member of appropriate committees, advisory and working groups given delegated authority by the Board.
- Follow 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 Leeds Mind has an appropriate governance structure in place (including Board committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Ensuring that Leeds Mind is accountable to its members, funders, and stakeholders.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Fully uptake opportunities to engage and understand the organisation including linking with allocated Services/ Functions and workstreams as appropriate

- To promote Leeds Mind and enhance its reputation by acting as an ambassador.
- To perform any additional duties as are reasonably commensurate with the role.
- Attending regular 1:1 meetings with Chair of Board of Trustees

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may 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 of trustees**

- To ensure equality of opportunity is promoted and sustained through all aspects of Leeds Mind's work and relationships.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Leeds Mind's work and relationships.
- To represent the board as 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 always act properly, 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 Leeds Mind and working within Leeds Mind's vision, mission and values.
- To attend and actively participate in board meetings and Board Away sessions, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To always act in accordance with agreed procedures and policies.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.

- To evaluate the performance of the board in relation to the agreed objectives.
- To sit on appraisal, recruitment and disciplinary panels as required.
- To adhere to the Trustee’s Code of Conduct.
- To engage with the wider work of Leeds Mind and the Mind network.
- To obtain external professional advice on all matters where the skills/expertise is not available across the Trustees or staff.

## Skills and experience

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

- A commitment to Leeds Mind’s vision, mission and values.
- Knowledge and/or interest in mental health difficulties.
- 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.
- A willingness to seek constructive debate and dialogue over confrontation.
- A commitment to equality and diversity in the workplace
- A commitment to safeguarding clients and others you may come into contact with as part of your role

In addition, expertise in some of the following areas is essential:

Core skills	Additional skills
Charity/voluntary organisation governance	Charity/voluntary organisation management

Mental health and/or health and social care sector	Working with groups experiencing multiple disadvantage
Operating environment and local community	Organisational Development and Change management
Legislation relevant to our work	Conflict resolution
Strategic planning	Facilitation and/or training delivery
Business management	Employee Relations (legal and policy)
Leadership	Volunteer management
Financial planning and regulation	Information technology/Digital
Health and Safety	Social media
Data protection	Accountancy
Safeguarding	Fundraising and/or income generation
Monitoring and evaluation	Commissioning and/or bid writing
Lived experience of mental health problems	Project management
Risk management	Environmental issues
Partnerships	Quality assurance
	Clinical governance
	Campaigning
	Communication, Marketing and/or PR
	Worked in mental health sector

### Terms of Appointment

- To serve as a Trustee for an initial term of 3 years with two possible reappointments.
- To attend at least 75% of Board meetings a year and the AGM.
- To attend at least 75% of appropriate committee meetings a year.
- To attend a Trustees/Management Away sessions (currently 2 per year)
- To attend Leeds Mind events as appropriate.
- To visit/liaise with an allocated Service/Function at least quarterly.

The trustee role is voluntary with expenses paid. Time commitment will vary but it is expected to require approximately 4-8 hours per month. There is maximum of one meeting per month taking place - currently virtually via video-conferencing apps such as Zoom and Teams.

## **Other requirements**

All volunteers are expected to attend an induction and training and will receive regular supervision.

You will be required to provide to references and undergo basic DBS check for this role.

## **Contact information**

For further information about the role please contact Jen Murgatroyd – Deputy Chair of Board of Trustees

Tel: 0113 305 5800