Role Description

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| ROLE TITLE | Trustee |
| HOURS | Bi-monthly 2-hour Board meetings (usually via MS Teams), plus preparation time (and other duties from time to time)  |
| CONTRACT | Voluntary |
| LOCATION | Remote – travel around the region may be required |
| REPORTING TO | Chair of the Board |

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| ROLE PURPOSE | To govern the activities and affairs of LLR Mind, overseeing the strategic and general management, and ensuring that the organisation has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives.   |

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| KEY RESPONSIBILITIES |
| * Ensuring that LLR Mind pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy.
* Ensuring the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* Exercising a duty of care to ensure that the charity is well run and efficient.
* Ensuring the appropriate use of LLR Mind’s charitable funds and assets in pursuit of its objects and strategic objectives and oversee 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.
* Ensure 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 Officer.
* Ensuring that LLR Mind has appropriate governance structures in place 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 the organisation’s work and relationships.
* Ensuring that LLR Mind is accountable to its 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 reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.  |

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| EXPECTATIONS |
| * To ensure equality of opportunity is promoted and sustained through all aspects of LLR Mind’s work and relationships and commit to ensuring that stakeholders have a say and that equalities issues are addressed.
* To represent the Board from time to time on internal disciplinary, complaint, or other panels, and to external bodies by agreement.
* To be aware of and accept the responsibilities of a charitable trustee, to always act properly and declare any impediment or interest relevant to the role of trustee.
* Act in good faith with due care and diligence for the best interests of LLR Mind and working within the organisation’s vision, purpose, and values.
* To attend and participate in Board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
* To undertake training and attend induction.
* Respect confidentiality of matters discussed at Board and any other meetings.
* Evaluate the performance of Board in relation to the agreed objectives.
* To engage with the wider work of LLR Mind.
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| PERSON SPECIFICATION | **Essential / Desirable** |
| EXPERIENCE AND KNOWLEDGE* Knowledge and / or interest in mental health issues.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
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| SKILLS AND ABILITIES* Strategic vision
* Good, independent judgement
* An ability to analyse information and think creatively
* A willingness to speak your mind
* Able to work effectively as part of a team.
* Excellent interpersonal skills and able to build strong working relationships with both internal and external partners.
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| ATTITUDES* A commitment to LLR Mind’s vision, purpose, and values
* A commitment to [Nolan’s seven principles of public life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Self-motivated and able to work independently.
* A willingness to devote the necessary time and effort
* Committed to promoting a culture that values equity, diversity and inclusion.
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