

Trustee Roles and Job Description

Job Description for a Trustee

Purpose of post

It is important to distinguish from the outset the “governance” matters that trustees must deal with personally, and the day-to-day management and operational matters that should be delegated to the Director of Mind Monmouthshire and where in place the senior management team. This distinction helps the trustees to remember their duty to guard Mind Monmouthshire’s long term future as well as to deal with short term crisis.

Governance is about leadership and direction. It is about ensuring that Mind Monmouthshire has a clear, shared vision of its purpose, what it is aiming to achieve and how in broad terms it will go about doing it and that it maintains a sense of urgency about its work.

Trustees must set clear aims and objectives, establish priorities, safeguard assets (money, property, equipment and human resources) and use them effectively and exclusively for the benefit of those the charity exists to help.

Duties of a Trustee

Detailed below are some of the statutory duties that as a Trustee of Mind Monmouthshire you are expected to undertake. In addition to the statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

It is important to note that whilst the Board of Trustees delegates many decision to staff, ultimate accountability for the Charity and Company Limited by Guarantee remain with the Trustees.

The key duties of a trustee are:

- To ensure that Mind Monmouthshire complies with its governing document (Memorandum and Articles of Association / Constitution), charity law, company law and any other relevant legislation or regulations.
 - To ensure that Mind Monmouthshire pursues its objects as defined in its governing document (Memorandum and Articles of Association / Constitution)
 - To ensure that Mind Monmouthshire applies its resources exclusively in pursuance of its objects.
 - To contribute actively to the Board of Trustee’s role in giving firm strategic direction to the Chief Executive and senior management team, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
 - To safeguard the good name, culture and ethos of Mind Monmouthshire
 - To ensure the financial stability of Mind Monmouthshire
 - To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
 - To appoint the staff and to monitor their performance. Person specification:
 - A commitment to the organisation
 - A willingness to devote the necessary time and effort
 - Strategic vision
 - Good, independent judgement
 - An ability to think creatively
 - A willingness to speak your 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
 - Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
 - A willingness to be available to all staff for advice and enquiries on an ad hoc basis. Other desirable skills and experience include the following:
 - An awareness of mental health issues
 - Community development
 - Statutory Organisations
 - Setting targets, monitoring and evaluating performance and programmes
 - Legal matters especially relating to charity / company law
 - Recruitment and personnel management including a knowledge of employment legislation
 - Fundraising
 - Public relations and/or marketing
 - Computers and information technology
 - Campaigning