# Trustee recruitment and induction

Trustee application pack

## Trustee recruitment pack

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 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 is critical for a board to be effective; enabling varied discussions, active debate and decision making, so that together we can have the greatest impact. We encourage applications from people with lived experience of mental health problems and from all ethnic, socio-economic, religious and 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.

## About us

We are Brecon and District Mind. We support people to live well in their communities and at work. We are passionate about change. We find innovative ways of supporting everyone to develop their potential by providing advice and support. We are working together for a common social purpose, sharing responsibility and accountability. We value working in partnership. We know that bringing together different perspectives can help find solutions to complex problems. We ensure that people experience better mental health. We are an independent charity and also active member of the Mind Network.

### Our values

**Open:** We reach out to anyone who needs us.

**Together:** We're stronger in partnerships.

**Responsive:**We listen, we act.

**Independent:**We speak out fearlessly.

**Unstoppable:**We never give up.

### Our strategy

*We’re currently working on refreshing our organisational strategy for the coming years after a period of considerable change for Brecon and District Mind. We aim to have our new strategy ready for the new year to help guide the next stage of our journey.*

## About you

The role of trustees is to govern the activities and affairs of Brecon and District Mind and oversee the strategic and general management. Specifically ensuring that Brecon and District Mind has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives.

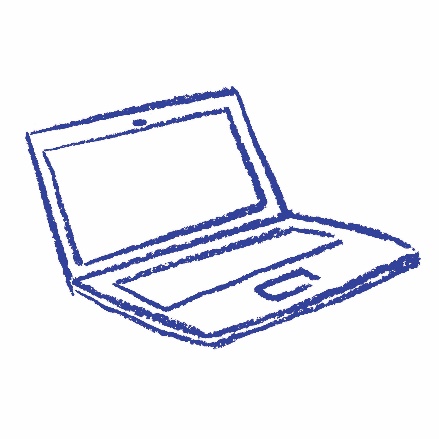
Trustees are expected to undertake duties in a manner that reflects Brecon and District Mind’s values and ethos; and which is open, non-oppressive, respectful, led by lived experience and committed to equality of opportunity.

The duties of trustees are as follows:

* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
* 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.
* Exercising a duty of care to ensure that the charity is well run and efficient.
* Ensuring the appropriate use of Brecon and District 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.
* 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.
* 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.
* 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 Brecon and District Mind 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 our work and relationships.
* Ensuring that Brecon and District Mind is accountable to our 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, 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 Brecon and District Mind’s work and relationships and commit to ensuring that stakeholders have a say and that equalities issues are addressed.
* 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.
* Act in good faith with due care and diligence for the best interests of Brecon and District Mind and working within Brecon and District Mind’s vision, mission 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 set up by the board.
* Evaluate the performance of board in relation to the agreed objectives.
* To engage with the wider work of Brecon and District Mind.

The trustee role is voluntary with expenses paid. Time commitment will vary but it is expected to require approximately 8 -10 hours per month. Currently we have 11 board meetings a year which take place Monthly, other than in August. We anticipate that by the end of 2024 this will move to 6 meetings a year with Sub committees meeting in addition to this.

### Person specification

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

* a commitment to Brecon and District Mind’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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734288/CC3_may18.pdf)
* 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](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.

In addition, the board of trustees must include members with expertise in **some** of

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| **Core skills***(skills that every board should have)* | **Additional skills***(skills that most boards would benefit from, but are not deemed essential and can be outsourced if not available from current trustees)* |
| 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 | Change management |
| Legislation relevant to our work | Conflict resolution |
| Strategic planning | Facilitation and/ or training delivery |
| Business management | Human resources (legal and policy) |
| Leadership | Volunteer management |
| Financial planning and regulation | Information technology |
| Health and Safety | Digital / 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 |
|  | Marketing and / or PR |
|  | Worked in mental health sector |

### How to apply

To express interest in becoming a trustee, please send a brief CV and a short expression of interest (max 500 words) stating why you are interested in the role and what skills and attributes you aim to bring, to the Co-Chairs by email at admin@breconmind.org.uk Due to limited capacity, only shortlisted candidates will be contacted. If you are shortlisted we will be in touch to arrange an introductory conversation with one of the co-chairs. The may then be a further, more formal interview process with another trustee. We would then invite you to attend a Board Meeting as a guest prior to formally inviting you to join the Board.

If there are any reasonable adjustments we can implement in our recruitment that would make the process more accessible, please contact us directly with a request and we will consider if the changes are feasible now or in the future. We commit in considering all such requests.

We would be grateful if you can also complete and send this diversity form – this is kept anonymously and is not used as part of the selection process, but it helps us understand whether we represent all parts of our community equally.

We are requesting expressions of interest on a rolling basis and are looking to recruit several new trustees so please get in touch as soon as you’re ready to discuss joining our Board of trustees.

Successful applicants may be expected to undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity trustee disqualification checks.

Brecon and District Mind

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