

Nottinghamshire Mind

Role Description Volunteer Trustee

Remuneration –	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location –	Head Office, 6 Hardy Street, Worksop, Notts, S80 1EH
Reports to –	Chair of Trustees
Commitment required –	6 x board meetings per year for 3 hours 2 x away days per year for strategic planning 4 x sub committee meetings per year for 2 hours

Role purpose –

Nottinghamshire Mind is the leading mental health charity across the County. We provide information, support and guidance on mental health issues to the communities of Nottinghamshire.

The board of trustees are jointly responsible for the overall governance and strategic direction of the organisation, its finances and its activities. The trustee board ensures that the organisation operates within its governing document, legal and regulatory guidelines as well as its values.

Main responsibilities-

- Working with other trustees to ensure Nottinghamshire Mind has a clear strategic direction, setting policy, defining goals, setting targets and evaluating outcomes
- Providing constructive challenge to facilitate objectives and holding the senior management team to account for delivery of the strategic plan
- Ensuring sound financial health and ensuring systems can provide financial accountability and control
- Ensuring that finances, assets and reputation are not placed at risk
- Ensure that the organisation operates within charity law and associated regulations and legislation

- Ensure resources are applied in pursuance of objectives and for the greatest benefit
- Ensure the views of service users and beneficiaries are incorporated in decision making
- Support the senior management team to develop and sustain positive and productive relationships

Trustee duties-

- Prepare for and attend meetings, training session and other events
- Prepare for, attend and participate in review linked to staff performance, trustee performance and the Mind Quality Mark
- Declare any relevant and personal interests and avoid conflicts of interest
- Respect confidentiality

Trustee qualities–

Nottinghamshire Minds Trustee Board aims to reflect the diversity of background, thinking and experience of its community. Trustees should use their skills, knowledge and experience to help the Board reach sound decisions – leading discussions, focusing on key issues, providing advice and guidance, evaluation and taking a close interest in activities.

Qualities Nottinghamshire Mind seek-

- Commitment to the shared vision
- Time and energy to fulfil the role appropriately
- Commitment to organisational values
- Strong leadership with enthusiasm
- Ability to think laterally and creatively
- Work as a member of a team
- An understating of and acceptance of the legal duties, liabilities and responsibilities of trusteeship

Responsibilities-

- Attend meetings
- Attend sub committees
- Spend time considering papers
- Becoming by phone and email
- Participate in reviews of staff
- Participate in self-review with Chair of Trustees