

ROLE DESCRIPTION: TRUSTEE, CENTRE FOR MENTAL HEALTH

Responsible to: The Board of Trustees of the charity

Overall purpose

Trustees are collectively responsible for strategic oversight of the charity. Under the leadership of the Chair, they will support and hold to account the Chief Executive and directors of the Centre to ensure that it meets its charitable aims and objectives and that it uses, builds and sustains its resources to fulfil its charitable purposes.

The Board's collective responsibilities

The Board of Trustees' collective responsibilities include:

- To ensure the Centre fulfils all legal and governance obligations and that it applies its resources solely in pursuit of its charitable objects
- To set and uphold the vision, purpose and values of the Centre
- To ensure the Centre is able to raise sufficient income to carry out its business
- To support the operational management of the organisation by ensuring that effective policies and practice are in place for management & financial accounting, people development (including equality and diversity, health and safety and grievance and disciplinary procedures) and controls
- To ensure that appropriate risk assessments for all aspects of the charity are carried out
- To safeguard the reputation of the Centre

Trustees' roles and responsibilities

Every trustee brings a distinctive set of skills, experience and knowledge to the charity. Individual members can fulfil their role as trustees through a balance of the following contributions:

- To support strategic planning, bringing own perspectives through questioning, appropriate challenge, contribution of ideas and links to personal networks
- To participate in the Centre's trustee meetings. This may include participation in committees and sub-committees set up for specific purposes, such as finance, HR and fundraising.
- To support and advise Centre directors in developing appropriate income generation opportunities and ensuring that income generating activities are in line with the charity's purpose, values and strategy
- To act as an ambassador for the Centre in discussions with external partners, potential funders and other key stakeholders

What we are looking for

Every member of our board of trustees brings different qualities to the organisation. The essential qualities below are required of all board members. Trustees may possess a combination of the other areas of skill, knowledge and experience listed here:

Essential qualities

- Commitment to the aims, values and the work of the Centre
- A commitment to becoming a genuinely antiracist organisation, and demonstrating diversity, equity and inclusion
- An understanding of the role of a charity trustee, which may have been gained through experience of being a trustee, volunteer or staff member within a charity
- Ability to manage your own actual or potential conflicts of interest

Leadership qualities

- The ability to support people to plan for and respond to a range of opportunities and challenges
- Experience of working in a diverse team for a project or oversight

Governance and strategy

- An ability to create or support strategies to enable an organisation to develop, evolve and thrive in a changing environment
- The ability to contribute ideas and views which will support the Chief Executive to develop the reach, effectiveness and value of Centre for Mental Health

Ambassadorial qualities

- Ability to represent an organisation or cause among stakeholders
- A willingness to convey the messages of the Centre in the wider world and where appropriate through your personal or professional networks
- Expertise in fundraising or connections which could support the Centre's income generation

Life experience

- Personal experience of mental health difficulties

Expectations and commitments

Trustees are expected to spend between two and eight hours per month on duties including board meetings, committee meetings, planning sessions, and special events.

Trustees will be appointed for fixed terms of two or three years, which may be renewed for up to a total of 10 years in all but exceptional circumstances.

Board meetings are held four times a year during working hours. The majority of meetings are held online, with some in person meetings at our office in central London. Travel costs and other out of pocket expenses will be reimbursed. The Centre will make reasonable adjustments to enable participation for all board members.