

## **Trustee Job Description**

Acting collectively with other Trustees to govern Birmingham Mind taking overall responsibility to ensure compliance to its Memorandum and Articles of Association. To act in the best interests of the beneficiaries of services provided by the Association.

### **Statutory Duties:**

- To ensure that Birmingham Mind complies with its Memorandum and Articles of Association, Charity Law, Company Law, Employment Law and any other relevant legislation or regulations
- To ensure that Birmingham Mind pursues its objects as defined in its governing document
- To ensure that Birmingham Mind uses its resources exclusively in pursuance of its objectives
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Organisation, setting overall Policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Organisation
- To ensure the effective and efficient administration of the Organisation
- To ensure the financial stability of the Organisation
- To protect and manage the property of the Organisation and to ensure proper investment of its funds
- To appoint and support the Chief Executive Officer and monitor his/her performance

### **Other Duties:**

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 guidance on new initiatives
- Other issues in which the Trustee has special expertise

### **Trustee Person Specification:**

- Commitment to the Organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### **Practicalities**

Being a trustee is a volunteer post. As such reasonable travel expenses are paid.

All Birmingham Mind meetings are held in person, with virtual as a contingency if needed. Most trustee meetings occur in central Birmingham at our Head Office and are on set days and times.

More information on being a trustee at Birmingham Mind is available on request.

April 2024