



Mind
in South Warwickshire
and Worcestershire

Trustee application pack for
South Warwickshire and
Worcestershire Mind

July 2022



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 local Mind's 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, 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 South Warwickshire and Worcestershire Mind.

Our Mission is to “empower individuals to access mental health and wellbeing support to thrive in their local communities.” We find innovative ways of supporting everyone to develop their potential by providing advice and support.

For many people South Warwickshire and Worcestershire Mind plays a role that is both first and last, the first line of support and the last hope when other services aren't responding. Our promise to service users is that for all connected with South Warwickshire and Worcestershire Mind ‘We will listen to you and respond, treating you with respect, doing what we say we will do, and working in a high-quality way.’ We value working in partnership and 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 an active member of the Mind Network.

Our values

- Person centred: Our service users are at the heart of all we do.
- Open: We reach out to anyone who needs us.
- Together: We're stronger in partnerships.
- Responsive: We listen, we act.

Our strategy

[Please click here to read more about our strategy](#)

Our performance

[Please click here to read more about South Warwickshire and Worcestershire Mind and our impacts and achievements.](#)

Our services

[Please click here to read more about the services South Warwickshire and Worcestershire Mind offer.](#)

About you

The role of trustees in South Warwickshire and Worcestershire Mind is to govern the activities and affairs and oversee the strategic and general management of the charity. Specifically ensuring that South Warwickshire and Worcestershire 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 South Warwickshire and Worcestershire Mind's values and ethos.

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 South Warwickshire and Worcestershire Mind's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing 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.
- Ensuring 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 South Warwickshire and Worcestershire 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 South Warwickshire and Worcestershire Mind's work and relationships.
- Ensuring that South Warwickshire and Worcestershire Mind is accountable to its members, funders, and 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, and 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 South Warwickshire and Worcestershire Mind's work and relationships.
- To 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.
- To act in good faith with due care and diligence for the best interests of South Warwickshire and Worcestershire and work within South Warwickshire and Worcestershire Mind's vision 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.



- To respect confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of South Warwickshire and Worcestershire Mind.



The trustee role is voluntary with expenses reimbursed. Time commitment will vary but it is expected to require approximately 4 - 8 hours per month. Four board meetings a year take place and there are three sub-committees, Finance held quarterly; Human Resources and Income Generation held three times a year. All meetings are currently in person but may be virtual should necessity require so.

Person specification

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

- A commitment to South Warwickshire and Worcestershire Mind's vision 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](#).
- An ability to work effectively as a member of a team.
- Willing to seek constructive debate and dialogue over confrontation.



- A commitment to [Nolan’s seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

In addition, Applicants should be able to demonstrate experience and or transferable skills within the core skills detailed below.

We are looking to recruit new trustees who will complement the existing skill set of the board. We are particularly looking to recruit new trustees who can demonstrate experience in one or more of the following fields:

- Marketing and / or PR
- Campaigning and/ or fundraising
- Quality assurance
- Investments
- Public sector mental health
- Service user/beneficiary of the organisation

Core Skills
Charity/voluntary organisation governance
Mental health and/or health and social care sector
Operating environment and local community
Legislation relevant to our work
Strategic planning
Business management
Leadership
Financial planning and regulation
Health and Safety
Data protection
Safeguarding
Monitoring and evaluation
Partnerships
Risk management



How to apply

To express interest in becoming a trustee, **please send your 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 CEO (jan.dugdale@swwfmind.org.uk).**

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 to considering all such requests.

We would be grateful if you can also complete and return the diversity form along with your application. This information will be kept anonymously. It is not used as part of the selection process, but it helps us to understand whether we represent all parts of our community equally.

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

South Warwickshire and Worcestershire Mind

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