



Role Description – Trustee

Role: Trustee

Salary: This is a voluntary role, though reasonable out of pocket expenses can be claimed

Responsible to: The Chair of the Board

Purpose of the role

The Board of Trustees has overall responsibility for the strategic leadership and governance of Derbyshire Mind. Day to day leadership and management of Derbyshire Mind is delegated by the Board to the Chief Executive and Senior Management Team.

Main duties and responsibilities

1. To ensure that Derbyshire Mind:
 - pursues its stated objects (purposes), as defined in its governing document.
 - complies with its governing document, charity law, company law and any other relevant legislation or regulations.
 - applies its resources exclusively in pursuance of its charitable objects, for the benefit of the public.
2. To contribute to the Board of Trustee's role in providing leadership and setting a firm strategic direction, including:
 - developing and agreeing the long-term strategy
 - defining goals and setting targets
 - evaluating performance against agreed targets
3. To safeguard the reputation and values of Derbyshire Mind.
4. To ensure the effective and efficient administration of Derbyshire Mind, including having appropriate policies and procedures in place.
5. To ensure the financial stability of Derbyshire Mind, including protecting and managing the property of the organisation and ensuring the proper investment of its funds.
6. To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

7. To offer advice and guidance to the Chief Executive and Board of Trustees on areas in which the trustee has specialist knowledge or experience.
8. To connect the organisation with appropriate stakeholders and to represent Derbyshire Mind and its strategic vision at appropriate events and meetings.
9. To actively promote the work of Derbyshire Mind to a range of stakeholders.

Trustee Commitments

The commitments of Derbyshire Mind Trustees are, as minimum, to:

- Attend and actively participate in Board meetings, which generally take place every two months. Please note deputies are not permitted.
- Participate in one Board Sub-Committee (usually four to six meetings a year). The Sub-Committees are:
 - 1) Finance
 - 2) Governance
 - 3) Business Development
- Attend an annual board away day.
- Prepare for meetings by reading briefing papers, which are circulated in advance.
- Read and respond to email communications from the Chair, Chief Executive and other Trustees in a timely manner.
- Participate in training provided for Trustees.
- Comply with Derbyshire Mind's organisational policies and procedures.
- Respect the confidentiality of information gained during the course of your role as a Trustee at all times.

Trustees may be asked to attend and/or facilitate appropriate meetings, functions and events on behalf of Derbyshire Mind as agreed with the Chair and/or the Chief Executive.

Trustees may also be involved in the investigation and decision making relating to complaints, grievances and staff disciplinary issues, if required and as agreed with the Chair and/or the Chief Executive.