



For better
mental health

ROLE DESCRIPTION TRUSTEE

INTRODUCTION

City and Hackney Mind is a charity and a company limited by guarantee. It is governed by a Board of Directors who are its Trustees. Trustees are required to act in the best interests of City and Hackney Mind at all times.

The Board is responsible for the policy and overall direction of the work of City and Hackney Mind. As a charitable body, there are restrictions on what City and Hackney Mind can do, e.g., it cannot engage directly in any form of trading or operate outside its objects.

The Board is a non-executive body and has appointed an Executive Director and other members of staff to conduct the day to day business of City and Hackney Mind on its behalf. The Director and the staff act within the terms of their job descriptions or delegated authority.

OVERALL OBJECTIVE

As a Trustee, to demonstrate a strong commitment to the mission and values of City and Hackney Mind and to be responsible collectively with other Trustees for setting the strategic aims and objectives of the organisation, in fulfilment of the charity's objects; for the well-being and development of the organisation; and for its good governance, in compliance with current legislation under the Companies and Charities Acts.

MAIN WORKING CONTACTS

The Chairperson

Other members of the Board of Trustees

The Director and members of the Senior Management Team

TASKS AND RESPONSIBILITIES

- To be aware of and to conform to the responsibilities of a charitable trustee and, where relevant, of a director of a company limited by guarantee.
- To ensure that City and Hackney Mind pursues its charitable objectives as set out in its constitution, complying with charity law, company law and other relevant legislation and regulations.
- To attend meetings of the Board of Trustees and, as appropriate, of its Committees, contributing to its role in setting the strategic direction of City and Hackney Mind, defining overall policy, setting targets and monitoring performance; ensuring that its decisions are implemented and that the work is consistent with the mission and values of the organisation.

- To ensure that the City and Hackney Mind takes appropriate steps to secure necessary resources, material and human; that such resources are managed with due probity and dedicated exclusively to the organisation's charitable objects.
- To exercise oversight of the good financial and general management of City and Hackney Mind, promoting good relationships between Trustees, the Director, staff and volunteers.
- To ensure that independent professional advice is taken by City and Hackney Mind when necessary.
- To sit on ad hoc panels, and attend other meetings for particular purposes, by invitation of the Board or its Chair.
- To abide by the City and Hackney Mind's guidelines for trustees, to safeguard its good name, reputation and values and to represent it in the public arena as appropriate.

This role description is a broad guide which may be refined through discussion and practice. It should be read in conjunction with the Guidelines for Trustees document and with current Charity Commission guidelines on the responsibilities of trustees