

## **JOB DESCRIPTION**

**Job Title:**

**Chair – Board Of Trustees**

**Salary:**

Voluntary Position with expenses paid.

**Hours of Duty:**

Time commitments will vary, however it is expected that the maximum commitment is approx. 5 hours per month. The Board meets every second month.

**Duration:**

Annual renewal by vote of the Board Of Trustees, up to a maximum of 8 years.

**Closing Date:**

Position opened until filled.

#### A. ROLE, DUTIES AND EXPECTATIONS OF THE CHAIR:

Rochdale and District Mind, are looking for the next Chair of our Board of Trustees. The chair is responsible for presiding over Board Meetings, directly supporting the CEO and having the passion and drive to help Rochdale and District Mind make a change within the community that we serve.

We're looking for a dedicated, empathetic and ambitious leaders to help make our mission a reality and lead the organisation 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 and 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.

In addition to the general responsibilities of a trustee, duties of the chair include the following:

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit.
- Chairing and facilitating board meetings.
- Checking that decisions taken at meetings are implemented.
- Ensuring that the day to day operation of the organisation is in accordance with the Governing Document.
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate.
- Bringing impartiality and objectivity to decision-making.

With the chief executive and company secretary:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting.
- Setting agendas for board and other general meetings.
- Ensuring the development of trustees including induction, training, appraisal and succession planning.

- Addressing conflict within the board and within the organisation, and liaising with the chief executive to achieve this.

On staff employment, alongside the Personnel Subgroup:

- Liaising with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate.
- Leading the process of supporting and appraising the performance of the chief executive.
- Optimising the relationship between the board and staff and/or volunteers working in the organisation.
- Sitting on appointment and disciplinary panels.
- The vice-chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair.

As Chair you will have:

- Induction, training and your expenses reimbursed.
- Opportunities to develop new skills.
- An annual appraisal to help support your development.

#### **B. ROLE, DUTIES AND EXPECTATIONS OF A TRUSTEE:**

The role of trustees is to govern the activities and affairs of a respective local Mind and oversee its strategic and general management. They specifically ensure that the organisation 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 the organisation's values and ethos; and which is open, non-oppressive, respectful, led by lived experience and committed to equality of opportunity.

#### **PERSON SPECIFICATION**

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

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p><b>(a) Qualifications and Experience</b></p> <p>Experience of committee work.</p> <p>Knowledge and / or interest in mental health issues.</p>	<p>Knowledge of the type of work undertaken by the organisation.</p> <p>Wider involvement with the voluntary sector and other networks.</p>
<p><b>(b) Skills and Knowledge</b></p> <p>Leadership skills.</p> <p>Tact and diplomacy.</p> <p>Good communication and interpersonal skills.</p> <p>Impartiality, fairness and the ability to respect confidences.</p> <p>A commitment to the shared vision, mission and values of the five Greater Manchester Minds.</p> <p>A willingness to devote the necessary time and effort.</p> <p>Strategic vision.</p> <p>Good, independent judgement.</p> <p>An ability to analyse information and think creatively.</p> <p>A willingness to speak their mind.</p>	<p>Understanding of and commitment to working with diverse groups.</p> <p>Ability to accurately record, maintain and present information.</p> <p><b>Additionally, we are particularly interested in hearing from applicants that can bring the following skills to our boards:</b></p> <p>Legislation regarding mental health and charitable activity.</p> <p>Health and Safety (from both a legislative and strategic perspective).</p> <p>Safeguarding.</p> <p>An understanding of the local communities that we work within.</p> <p>Data protection.</p> <p>Clinical governance.</p>

<p>An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.</p> <p>An ability to work effectively as a member of a team.</p> <p>A willingness to seek constructive debate and dialogue over confrontation.</p>	<p>Fundraising and/or income generation.</p> <p>Accountancy.</p> <p>Worked in mental health sector.</p> <p>Campaigning.</p>
<p><b>(c) Special Working Conditions</b></p> <p>Will be required to undertake some travelling which would be reimbursed in accordance with local terms and conditions.</p>	

You are **NOT EXPECTED** to have all these skills and there are plenty of other skills that boards require in addition to those listed above. It is expected that within the person specification you will expand upon the skills that you do possess (including those listed above) and state how you they would be beneficial to us.