

MID CHESHIRE MIND

TRUSTEE JOB DESCRIPTION:

- To ensure that the organisation complies with its own governing document, charity law, company law and any other relevant legislations or regulations
- To ensure that the organisations pursues its objectives as defined in its governing document
- To ensure that the organisation uses its resources exclusively in the pursuance its objectives, the charity must not spend money on activities which are not included in its own objectives
- To contribute actively to the board's role in giving a firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating overall performance against agreed targets
- To safeguard the good name of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation and ensure the proper investment of funds
- To protect and manage the property of the organisation
- To appoint the Manager and monitor his / her performance

Other duties:

In addition to the above statutory duties, each trustee should use their specific skills, knowledge and experience to help the board of trustees to reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new imitative
- Any other appropriate issues

CHAIR OF THE EXECUTIVE BOARD JOB DESCRIPTION

The Chair of the Board will undertake the tasks described in the Trustee Job Description plus the following additional tasks:

- Planning the annual cycle of Board meetings
- Setting agendas for Board meetings
- Chairing and facilitating Board meetings
- Giving direction to Board policy making
- Monitoring that Board decisions are implemented
- Representing the organisation at outside meetings and functions
- Acting as spokesperson for the organisation
- Bringing impartiality and objectivity to decision making
- Liaise with the Manager to ensure the effective daily running of the organisation
- Provide formal and informal support to the Manager including annual appraisal
- Chair appointment and disciplinary panels
- Liaise with the Manager to develop the Trustee role
- Facilitate change and address any conflict within Board members

SECRETARY OF THE BOARD JOB DESCRIPTION

The secretary to the Board will undertake the tasks as described in the Trustee Job Description plus the following additional duties:

- Receive agenda items from trustees / staff
- Prepare agendas in consultation with the Chair and Manager
- Circulate agendas and supporting papers prior to the scheduled meeting
- Make arrangements for the meeting, i.e. book the room, arrange equipment, refreshments and any facilities for special needs
- Check that a quorum is present
- Minute meetings and circulate draft meetings to all trustees
- Ensure that approved minutes are signed by the Chair
- Check any agreed actions are carried out by the appropriate person
- Collect, collate and circulate agenda and minutes for AGM and any special meetings
- Sit on any recruitment / appointment panels as appropriate

TREASURER OF THE BOARD JOB DESCRIPTION

The Treasurer of the Board will undertake the tasks as described in the Trustee Job Description plus the following additional duties:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Ensuring that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy and works within it.
- The preparation and presentation of financial reports to the Board
- Prepare and liaise with the approved auditors for the formal presentation of accounts at the AGM.
- Ensuring that agreed financial procedures are in place
- Liaise with any trustees, paid staff or volunteers regarding financial matters.
- Ensure that the organisation has an appropriate investment policy and that there is no conflict between this and the aims and objectives of the organisation
- Ensuring the organisations compliance with any financial legislation
- Ensure any equipment/ assets owned by the organisation are maintained and insured
- Keeping Board members / trustees informed about its financial duties and responsibilities.
- Sit on recruitment / appointment panels as appropriate