



Trustee recruitment pack
for Mind in Somerset

Trustee recruitment pack

Dear Applicant,

Thank you for your interest in becoming a Trustee for Mind in Somerset. Joining the Board of Trustees will enable you to use your existing skills and experience and have a direct influence in the governance of our vitally important charity.

Nobody should face a mental health problem alone.

We want both to campaign for better mental health services in Somerset and be instrumental in providing those services, either directly or jointly with our partners in both the voluntary and the statutory sector. We campaign to improve services, raise awareness and promote understanding. Our service provision is based on high quality services to our existing service users and expanding our services to reach out to those in need of them who have yet to receive such support.

Our continuing, overarching strategy is based on a number of core goals. Briefly, they are:

- Supporting people likely to develop mental health problems, to stay well.
- Empowering people who experience a mental health problem to make informed choices about how they live and recover
- Ensuring people get the right services and support at the right time to help their recovery and enable them to live with their mental health problem
- Making the most of our assets by building a culture of excellence and ambition

So join the Board of Mind in Somerset, add your voice and become part of a movement for better mental health across England and Wales.

Thank you again for taking the time to learn more about us. I look forward to hearing from you soon.

Geoff Pateman, Chair of Board of Trustees

Introduction

This information pack is designed to give a brief insight into the work of Mind in Somerset for prospective board trustees. We would be happy to discuss any aspect in more detail with you before you apply – please contact the Chair geoff.pateman@mindinsomerset.org.uk.

If you are recruited to the Board, full induction training will be given. The areas covered in this pack will therefore be more fully explained in the context of the role, during your introductory months. If you would like to find out more about the work we do, please have a look at our website [Mind in Somerset](#).

Our Board

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 difficulty gets both support and respect.

We are particularly looking for the following with this recruitment round:

- 1. Strengthen the board with additional skills and experience in Marketing, Fundraising and Human Resources**

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, neuro-diverse, 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

In 2018, South Somerset Mind and Mind in Taunton and West Somerset merged together to form Mind in Somerset to offer a service across Somerset. It is a registered charity and a limited company.

We support people to live well in their communities and at work. We know that bringing together different perspectives can help find solutions to complex problems.

Our Aims

Our core purpose is to provide services and support to anyone affected by or vulnerable to mental illness, improving their quality of life and wellbeing.

Mind in Somerset aims to promote good mental health and wellbeing, to provide a voice, and champion a greater understanding of mental health issues in the community, whilst operating to the highest standards of governance and best practice.

We are an active member of the National Mind Network.

Our values

Mind in Somerset's Vision and Values apply not only to all our service provision but also to how we treat each other and how we are as an employer and volunteer hub. Our Values provide a framework for not only what we do but how we do it.



Mind in Somerset's values!

				
Collaborative	Accountable	Respectful	Inclusive	Compassionate
We work better together	We are responsible for our own actions	We treat people how we like to be treated	We celebrate everyone's uniqueness	"We empathise, we care, we support"

Mind in Somerset are proud to be a registered Mindful Employer

Our strategy

Mind in Somerset aims to promote a positive view of mental health and provide services that are accessible, relevant and empowering to the people using them. Our services aim to contribute to mental and emotional wellbeing and to reduce stigma and discrimination.

Our specific strategic objectives for the next year are:

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Strategic Objective 1

That all current services are recommissioned (unless there are clear operational or value reasons not to do so)

Strategic Objective 2

That the Board seeks to take opportunities offered to expand the charity and, in particular, to increase the number of service user whom it seeks to assist. The list below is not exhaustive but particular opportunities may arise in respect of:

- a) Expansion of services within the Open Mental Health partnership
- b) Closer partnership working, which may include exploration of merger opportunities
- c) Further expansion of its counselling service
- d) Further expansion of its services to Children and Young Persons
- e) Potential for new or existing services outside the geographical boundary of Somerset (including North Somerset)
- f) To develop further the scope of its Peer Support offering

Strategic Objective 3

That, despite the current difficult economic circumstances, that the Board seeks to maintain its levels of fundraising and increase its corporate training provision.

Strategic Objective 4

That the Board continues in its quest to become a good employer and seeks to ensure that the HR and management functions are able to support all teams and new opportunities which may arise.

Strategic Objective 5

That the Board maintains its financial health and resilience as measured by the level of its unrestricted reserves and may use these reserves in its consideration of the provision of its accommodation in Taunton.

Strategic Objective 6

That in 2023 the Board seeks to develop and include output forecasting in the indicators it uses to measure the effectiveness of the charity in improving the mental health of the people of Somerset.

Strategic Objective 7

That the Board develops its digital strategy with the threefold aims of:

- a) Reducing and mitigating risk
- b) Improving internal efficiency (in sync with HR and Finance)
- c) Improving our digital offering in the services which Mind in Somerset provides

Strategic Objective 8

That the Board seeks to enhance its Influencing and Participation work through greater engagement, especially with regard to the promotion of diversity and involvement of diverse communities; this will incorporate both co-production and co-design.

The strategy is supported by a detailed Operational Plan .

o find out more about our history and our services, have a look at our website:

<https://www.mindinsomerset.org.uk>

Our services

We are here to make sure anyone with a mental health problem has somewhere to turn for advice and support. Our core purpose is to provide services and support to anyone affected by mental illness, improving their quality of life and wellbeing

Through our 24/7 Mindline service, Peer support groups, Garden, Art therapy and much more there is a way in for everyone and a service for everyone. We have an open door and treat everyone as individual, ensuring the right support, at the right time in the right way.

For details of our many different services and projects, please have a look at our website [Mind in Somerset](#).

About you

The role of trustees in Mind in Somerset is to govern the activities and affairs and oversee the strategic and general management of the charity, specifically ensuring that Mind in Somerset has a clear purpose and direction, is well run operationally and financially, is solvent and delivers its charitable and strategic objectives.

Trustees are expected to undertake duties in a manner that reflects Mind in Somerset's values and ethos.

What does a Trustee do?

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 strategy.
- Ensuring that the organisation complies with its governing documents (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 Mind in Somerset'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 Mind in Somerset 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 Mind in Somerset's work and relationships.
- Ensuring that Mind in Somerset is accountable to its 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 will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues, especially those areas in which the trustee has particular expertise.

What do we expect from our Trustees?

The trustee role is voluntary with expenses reimbursed. The Board meets at least ten times a year, with meetings lasting 2-3 hours. The majority of our meetings are held on line but we do meet face to face quarterly in one of our offices. There are also up to two annual away days for Board members and occasional PR events and other meetings to attend. There are also opportunities to join one of our sub-committees focusing on such areas as Finance and Operations or Policies and Quality as well as supporting the Executive teams in your main areas of expertise. Trustee duties are expected to take between four to five hours a week on average spread over the year.

We also expect our Trustees to:

- To ensure equality of opportunity is promoted and sustained through all aspects of Mind in Somerset'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 Mind in Somerset and work within Mind in Somerset's vision, mission 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 Mind in Somerset.



What sort of person are we looking for?

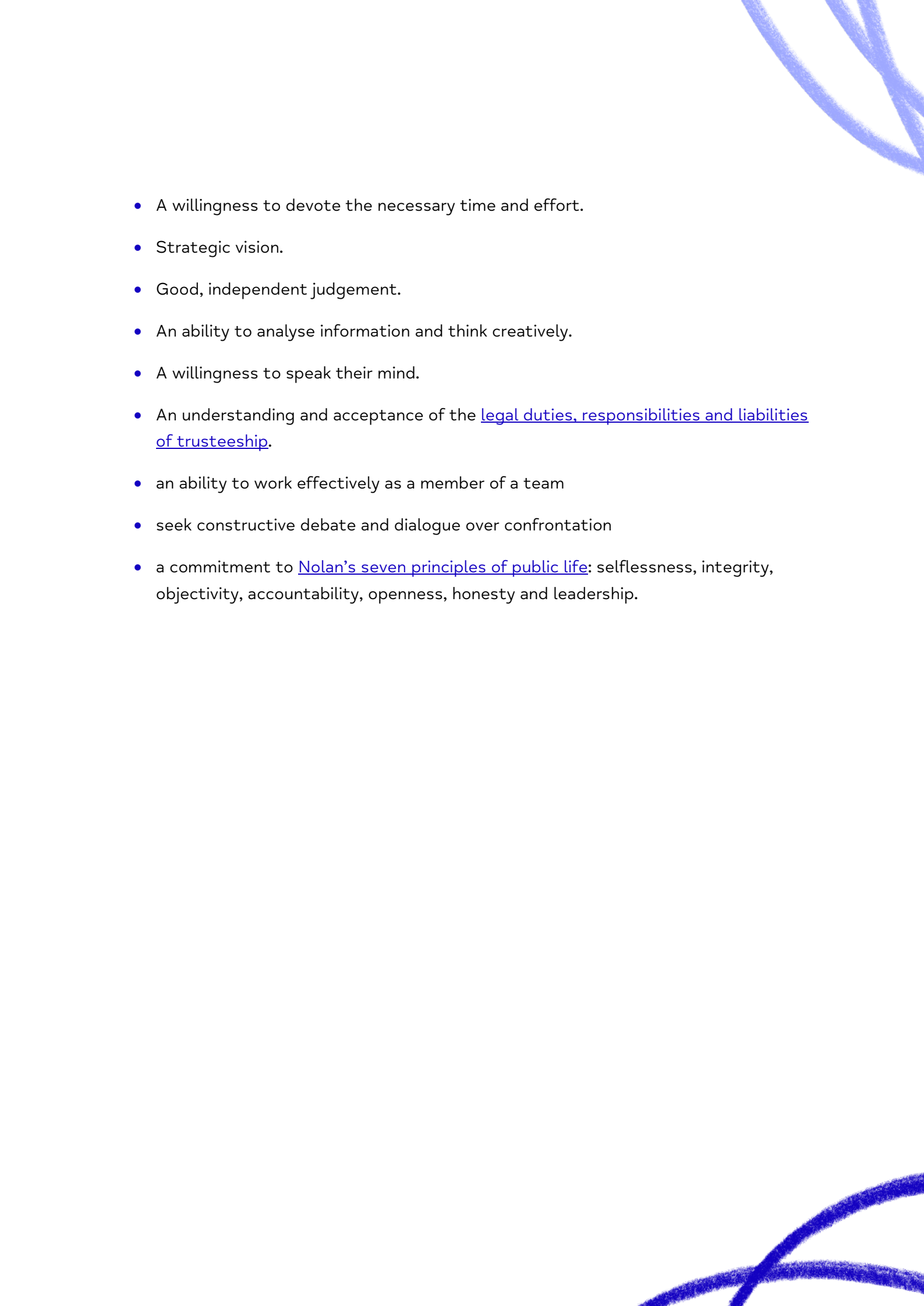
The Board has up to twelve trustees who between them cover a wide range of skills, experience and knowledge. Full support and training is available for all trustees including induction and training sessions run by National Mind.

We are specifically looking for individuals with experience and knowledge in the following areas:

- Legal
- Fundraising and Income generation
- Marketing
- Working with Young People

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

- A commitment to Mind in Somerset's vision, mission and values.
- Knowledge, experience and/or interest in mental health issues.

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- 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
 - 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.

Frequently Asked Questions

Do I need to have previous experience as a Board Member?

No previous experience is required - it is more important that you share the values of the organisation and are willing to bring the benefit of your own unique perspective to the Board. We want individuals who are willing and confident to challenge existing thinking in a positive way so that the Board and the organisation can get the benefit of different experiences and backgrounds. Working together is also key to a successful Board as well as is the ability to stand back and look at the bigger picture. We are committed to providing support and training for those individuals stepping into a board role for the first time.

Do Board members receive training and induction?

The Board will provide development and training for all Board members, starting with your appointment. All new members will be provided with an induction pack including the major policies, Business Plan, Annual Report etc. and will be invited to meet the Company Secretary and Chief Executive as part of their induction. The induction plan will include also a review of the first papers and principal issues for the next Board meeting as well as a chance to meet service users, volunteers and employees. There is also an annual training programme for Board members. In previous years this has included attendance at National MIND training events designed for Board Members, financial support for attending sector conferences as well as tailored sessions for the Board on relevant topics prior to a Board meeting. We can also arrange for Board members to ‘buddy’ with an existing Board member to learn more about the organization and the role.

How frequently should I attend Board meetings?

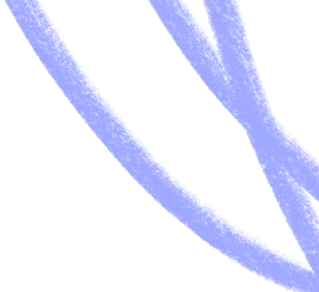
Board members must be committed to attend at least 75% of all Board meetings (including strategy sessions) in a year. Given the limited number of meetings the Chair hopes that board members will exceed this minimum requirement. The agenda will be sent to you at least five days in advance of the meeting, electronically, and it is expected that you will have read all the reports in advance of the meeting.

The Board delegates some decision making to the sub-committees such as Finance and Operations or Polycys and Quality.

How does the Board operate?

Mind in Somerset is governed by Rules setting out its purpose and how it operates. It must also adhere to legislation and the requirements of National Mind and the Charities Commission.

Mind Quality Mark is a framework of internal best practice policies and procedures set down by National Mind and we are reviewed every three years. In common with much



of the not-for-profit sector, Board members are expected to operate to the highest standards of probity, and this means that they cannot obtain personal or family gain from their Board position. We have clear processes in place to explain to board members of their particular duties in this respect.

Will I be personally liable?

All Board members are required to be shareholders, and their liability as a shareholder is limited to the value of the £1 share purchased.

The Board is ultimately responsible for the acts of the organisation. This should be taken seriously but the risk should not be exaggerated.

Also remember that the Board is supported in carrying out its responsibilities by the Chief Executive Officer and other employees, and insurance cover is in place to protect Board members against personal liability for matters arising from their role as Board members.

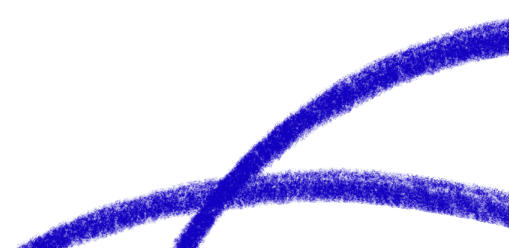
What considerations have you made on accessibility for Board Members?

The majority of our Board and Committee meetings are held on line. Most face to face meetings take place in our offices which are designed to be accessible including lifts and disabled toilet facilities. If we arrange meetings in other venues, any requirements are also taken into account when choosing that venue.

Board papers can be available in larger print and we would be keen to make reasonable adjustments based on individual requirements.

Are we a Charity or Company?

We are an independent charity registered with the Charity Commission and a company limited by guarantee registered with Companies House.



How to apply

To express interest in becoming a trustee, please send your CV and a short expression of interest stating why you are interested in the role and what skills and attributes you aim to bring, to the Chair (Geoff.pateman@mindinsomerset.org.uk). You can expect to hear from us within 2 – 3 weeks

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 this 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.

We are requesting expressions of interest by DATE

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.

We need our Board of Trustees to be representative of our community, the people we support and those organisations we seek to work and engage with. We therefore strongly encourage applications from people who identify as minority ethnic, disabled and LGBTQI+.



Mind in Somerset

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