

Mental Health Motorbike – Trustee Role Description

Trustee Role Description and Person Specification– Mental Health Motorbike

Role of trustees as members of the Board to govern the activities and affairs of Mental Health Motorbike (MHMb) and oversee the strategic and general management of MHMb. Specifically ensuring that MHMb 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 MHMb's values and ethos; and which is open, non-oppressive, respectful, user-centred and committed to equality of opportunity. Trustees are expected to attend Board meetings on a regular basis and to read all papers in advance.

Overall Responsibilities

1. . To ensure that MHMb complies with charity and company law and its governing documents and the Trustee acts in accordance with the 6 Charity Commissions 'The Essential Trustee 6 Main Duties' namely:

- Ensure your charity is carrying out its purposes for the public benefit
- Act in your charity's best interests
- Comply with your charity's governing document and the law
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

2. To set the direction of MHMb

3. To exercise a duty of care to ensure that the charity is well run and efficient.

4. To ensure the appropriate use of MHMb charitable funds and assets in pursuit of its objects and strategic objectives and oversee the effective management of the resources and assets of MHMb

Main Duties

Setting direction

1. To ensure that MHMb has a clear mission, values and strategic plan agreed by the Board of Trustees.

2. To agree arrangements to monitor and evaluate MHMb's performance in relation to the agreed strategic plan and objectives and to receive regular reports on the performance of MHMb.

3. To oversee the strategic and general management of MHMb

4. To ensure that appropriate arrangements are in place to oversee and monitor provision for volunteers engaged by MHMb.

Compliance

5. To ensure that MHMb complies with the Memorandum and Articles of Association, charity law, company law and other relevant legislation and regulations, and to approve official documents as necessary.

6. To ensure that all activities and expenditure are in pursuit of MHMb's charitable objectives.
7. To ensure that The Trustee Annual Report and Accounts are produced for the Annual General Meeting and submission to the Charity Commission and Companies House; along with any other legal reporting requirements.
8. To ensure that all delegated authority by the Board is clearly recorded through terms of reference, minutes of the Board and sub-committees and that reporting procedures back to the Board are in place, recorded in writing and complied with.

Duty of Care

9. To ensure that MHMb has an appropriate governance structure in place in relation to its objectives, size and stakeholders to enable Board members to fulfil their responsibilities and to review such arrangements regularly.
 10. Abide by the Charity Commissions governance code
 11. To annually assess the Board's performance as a board.
 12. To ensure that the Board has appropriate arrangements for the election and co-option of trustees and the appropriate skills to govern effectively.
 13. To ensure that the Board has a code of conduct that it is complied with and that there are appropriate arrangements in place for the removal of trustees who do not abide by the code of conduct.
 14. To have systems for the appointment and supervision of:
 - The Chair of Trustees to ensure effective management of resources and assets
 - The Treasurer to ensure clear management of accounts
 - The Secretary to effectively ensure administration of meetings and accurate record keeping
 - All Trustees to build their effectiveness and engagement
 15. To oversee MHMb's financial affairs to ensure financial stability.
 16. To ensure that appropriate arrangements are in place to oversee the management and protection of MHMb's assets and investments.
 17. To ensure that user involvement is sustained through all aspects of MHMb's work and relationships.
 18. To ensure that equalities and diversity is sustained through all aspects of MHMb's work and relationships.
 19. To ensure that MHMb is accountable to its donors and stakeholders.
 20. To ensure that there are effective arrangements in place to enable stakeholder feedback to the board.
- The Board normally meets quarterly, and in addition there may be 'one-off' extraordinary board meetings or sub-committees to attend.

Terms of office are for three years.

Expectations

In line with Charity Commission expectations - [Charity trustee welcome pack v.2 - GOV.UK \(publishing.service.gov.uk\)](https://www.gov.uk/publishing/service/gov.uk)

1. To ensure equality of opportunity is promoted and sustained through all aspects of MHMb's work and relationships and commit to ensuring that stakeholders have a say and that equalities issues are addressed
2. To represent the Board if necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
3. To be aware of and accept the responsibilities of a charity trustee, to act properly at all times and declare any impediment or conflict of interest relevant to the role of trustee.
4. Act in good faith with due care and diligence for the best interests of MHMb and working within MHMb's Vision, Mission and values.
5. To attend and participate in meetings, contributing own opinions and ensuring that papers are read in preparation for meetings
6. Contribute to forging consensus, working in mutual respect for the benefit of MHMb and to make and stand by collective decisions of the Board.
7. To undertake training and attend induction.
8. To take personal responsibility for commitment to the Board – for example sending apologies and catching up with any matters or issues missed if absent from meetings
9. Respect confidentiality of matters discussed at the Board meetings and any other meetings set up by the subcommittee.
10. Abide by the Charity Governance Code.
11. Ensure that all activities and expenditure are in pursuit of MHMb's charitable objectives.
12. Evaluate the performance of the Board in relation to the agreed objectives.
13. To engage with the wider work of MHMb where appropriate.

Personal Competencies

All Trustees must demonstrate the following competencies to become a member of the Board:

1. An understanding of and commitment to MHMb's Vision, Mission and Values including stakeholder engagement and diversity
2. Knowledge of, and/or an interest in, mental health issues.
3. Ability to work effectively in a group and take part in discussions
4. Ability to manage difficult and/or challenging situations
5. Ability to challenge constructively and ask questions appropriately
6. Ability to analyse information
7. Willingness to abide by the expectations of the Board members and the Charity Governance Code

Essential Skills/Knowledge

Trustees must possess a selection of skills and/or current experience in the following areas:

- Strategic planning
- General management skills
- Finance Desirable Skills/knowledge
- Consider themselves to be a biker/motorcyclist or have a genuine connection with the motorbike community

Desirable Skills/Knowledge:

The Board must also include members with expertise in or professional experience in at least four the following areas:

- Governance
- Policy influencing/implementation
- Fundraising expertise
- User-engagement
- Equalities and diversity
- Mental health policy/issues
- Senior level experience of Local/National Charities or other community based services
- Understanding and awareness of digital services and innovation
- Service provision
- Grant making
- Fundraising/income generation
- Marketing
- Communications
- Quality systems
- Federal structures
- Performance-management
- Training
- Organisation development
- Media work
- Publications
- Direct or Indirect lived experience of mental health problems is desirable