



 **mind** Mid and North East Essex

New trustee information pack





Thank you for your interest in Mid and North East Essex Mind.

I do hope that, once you have read this pack, you will want to join us as a Trustee.

Mid and North East Essex Mind is a thriving local charity supporting children from the age of 5 and adults of all ages with a mental health problem. We have dedicated and enthusiastic staff working with people and local communities across our operational area.

A strong Board of Trustees oversees the work of the organisation, setting the strategic direction and ensuring good governance and practice is embedded in everything we do. In an ever-evolving world, we are always looking to strengthen the skill set of the Board.

If you feel you can help support the vital work of the charity, please do get in touch.

Best wishes

Ian Beaumont

Chair of the Board of Trustees





We're Mid and North East Essex Mind, the mental health charity

We believe no one should have to face a mental health problem alone. That's why we are here for you. Whether you're stressed, depressed or in crisis, we'll listen, give you support and advice and we'll push for a better deal and respect for everyone experiencing a mental health problem.

We work with children from the age of 5 and adults of all ages, which of our services you can access will depend on where you live. Some people use our services for only a little while and others might need help for longer.

Mid and North East Essex Mind (Registered Charity Number 1064309) are a local, independent charity connected to the national charity Mind. There are 130 local Minds across England and Wales. We all have to raise our own money to run our services so we each have our own board of trustees who are responsible for how we are run.

Where do we work?

Our work takes place across the Braintree, Chelmsford, Colchester, Maldon and Tendring districts. Because we are local, we understand our community, therefore our services fit what people need most.

We serve a population of over 600,000 people. Parts of our area of benefit fall within both the top 10% most deprived areas according to the English Indices of Deprivation and have been identified by Age UK as areas most at risk of loneliness which both increase the risk of mental health problems. We have made it our mission to identify and respond to the needs within our community to ensure everyone gets the support they need.



Vision Statement

‘Our vision is provide an improved experience of healthcare support for those suffering with poor mental health. In order to achieve this we will create an increased understanding through training and education to those that live and work within our locality, while working closely with those who access services to co-design appropriate support offers to the communities that we serve. Mid and North East Essex Mind are here to provide the best experience taking into consideration equality and diversity of all that may need our support.’

Mission statement

Our mission is to support and empower people experiencing an emotional or mental health condition by building on their personal hopes and aspirations. This is achieved by identifying and responding to community needs in order to deliver an effective and efficient system of community-based services.

Our values

Our staff have worked together on a set of values that are most important to us and our service users. These values underpin the way we do everything at Mid and North East Essex Mind and we are really proud of that.

Our values are:

- **Supportive:** here when people need us
- **Non-judgemental:** treating all as equals
- **Respectful:** showing admiration for others
- **Empowering:** giving others strength
- **Honest:** trust in our honesty

Why become a Trustee?

Trusteeship offers both personal and professional benefits, as a trustee of Mid and North East Essex Mind you will be contributing to the growth and development of a local charity committed to meeting the need for mental healthcare services in our area. Working at a strategic level you will have the opportunity to utilise and develop your skills and experience and build professional networks within the voluntary sector.

“ I have been a trustee of Mid and North East Essex Mind for approximately 5 years. We believe everyone brings something to the table and we come from diverse backgrounds both professionally and personally, which ensures we have a rich and diverse board. Following events of the last few years, the need for good mental health services has been recognised, with statutory services overwhelmed, our community are looking to organisations such as Mind for help in addressing needs locally. The staff are amazing, always going beyond their duty and it is an honour to help guide the organisation and be a part of its continuing growth and innovations. I find the role interesting, and your opinion is valued. If you want to make a real difference and help your community come join us.”

Louisa Brewster, Trustee



Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For Mid and North East Essex Mind (MNEE Mind) the charity trustees are the board of directors known as the trustee board. The trustee board comprises:

- **Chairperson**
- **Vice Chair**
- **Treasurer**
- **Trustees (12 max)**

In total the trustee board membership should not be less than **6** members, and no more than **15**. It is also expected that **2** members should have accessed mental health services, having lived experience.

The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of MNEE Mind. The trustee board must always act in the best interests of MNEE Mind, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

Your legal duty	It's vital that you
Act in your charity's best interests	Deal with conflicts of interest
Manage your charity's resources responsibly	Implement appropriate financial controls. Manage risks
Act with reasonable care and skill	Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)

The role of the board of trustees cont...

Trustees who act in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the charity incurs as a result. When the Commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of evidence that trustees have exposed the charity, its assets or its beneficiaries to harm or undue risk by not following good practice.

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

- being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register

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 may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Minimum time commitment

Trustees are expected to attend an induction session at MNEE MIND prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held 6 times a year. The meetings last approximately two hours and are usually at The Constantine in Colchester between 18:00-20:00 hours.

- Papers are distributed one week in advance of meetings.
- Trustees may be asked to join one of three board committees, each of which meets up to six times per year, for approximately two hours, during normal office hours, in Colchester.
- Trustees are invited to the annual general meeting (AGM) of MNEE MIND, which takes place during the day in September.
- Trustees are invited to the regional meetings of the Members' Assembly.
- Trustees can claim out of pocket expenses incurred in travelling to meetings

ROLE DESCRIPTION

Chair of the Board

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 to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policymaking
- Checking those decisions taken at meetings are implemented
- 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:
- 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
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the chief executive (if staff are employed) to achieve this

Where staff are employed:

- 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
- 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

PERSON SPECIFICATION

In addition to the person specification for a trustee, the chair should have the following qualities.

- **Leadership skills**
- **Experience of committee work**
- **Tact and diplomacy**
- **Good communication and interpersonal skills**
- **Impartiality, fairness and the ability to respect confidences.**

ROLE DESCRIPTION

Treasurer

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

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

PERSON SPECIFICATION

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- **Financial qualifications and experience**
- **Some experience of charity finance, fundraising and pension schemes**
- **The skills to analyse proposals and examine their financial consequences**
- **Being prepared to make unpopular recommendations to the board**
- **A willingness to be available to staff for advice and enquiries on an ad hoc basis**

ROLE DESCRIPTION

Trustee

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

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 may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

PERSON SPECIFICATION

- **A commitment to the organisation**
- **A willingness to devote the necessary time and effort**
- **Strategic vision**
- **Good, independent judgement**
- **An ability to 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**
- **A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership**

Your legal duty	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), eg trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (eg more than 1% or 5% of issued capital) and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Name:

Date:



Mid and North East Essex

New trustee information pack

HEAD OFFICE:

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Colchester, Essex CO2 8QZ

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