# Trustee Role

# What kind of people are we looking for:

* They will have a real interest in supporting those with mental health difficulties
* They will have a commitment to the aims and objectives of Maybe Southwest, in promoting it in the best interests of its service users
* They will have good, independent judgment
* They will have an ability to work effectively as part of a team, contributing an independent perspective
* They will possess integrity, objectivity, accountability and honesty
* The applicant must be legally eligible to stand as a registered Charity Trustee.

**It would also be beneficial if:**

* They have an understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity
* They have been a trustee for another charity
* They have strategic vision and understanding
* They have experience has a mental health service user, are a parent or carer of a service user, or have worked as a service provider within mental health services

**We are also looking for those with expertise in any of the following areas:**

Website design/update/hosting

Social media (face book, Whats App, Twitter, etc.)

Administrative tasks to support the Director

Writing funding applications

Accounts/finance

Fundraising activities

# Main duties and responsibilities

(The main duties of a trustee with Maybe Southwest are in accordance with the six main duties outlined in [the Charity Commission Guidance](https://www.gov.uk/guidance/charity-trustee-whats-involved), CC3a.)

We expect a trustee to:

* Ensure Maybe Southwest applies all of its resources to reach its objectives for the public benefit and safeguard the good name and values of Maybe Southwest.
* Have an enthusiasm for supporting the work of Maybe Southwest and the time, ability, and commitment to carry out the duties of a Trustee. This includes attending at least three Trustee meetings per year, plus other planning and promotional events and fulfilling any other duties agreed for their specific Trustee role
* Act in Maybe Southwest’s best interests by working closely with other Trustees and members of the charity to provide sound strategic direction and decision making based on current information. This includes setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets in the Board meetings and document reviews.
* Manage Maybe Southwest’s resources responsibly to ensure effective and efficient administration of the charity’s services and strategic plan. This includes monitoring financial stability, resources, key staff, risk assessment, overseeing performance and outcomes, and mitigating potential and preventable risks of Maybe Southwest
* Comply with Maybe Southwest’s governing document and the law. The law refers to the following:
* the Charity Act 2011
* the [Charities (Protection and Social Investment) Act 2016](https://www.legislation.gov.uk/ukpga/2016/4/contents/enacted)
* the [Trustees Acts 1925](https://www.legislation.gov.uk/id/ukpga/Geo5/15-16/19), [2000](http://www.legislation.gov.uk/ukpga/2000/29/contents)
* guidance on [Charity Commission regulation](https://www.gov.uk/government/collections/charity-commission-regulations)
* the [Statement of Recommended Practice (SORP)](http://http//charitysorp.org/)
* laws on trading, political activities and fundraising
* Be accountable for Maybe Southwest. Trustees hold accountability to the charity, the members, staff, and volunteers. This includes statutory accounting and reporting requirement in a format comprehended to everyone, i.e. annual general meetings, annual reports, and financial reports.

**Terms of Appointment**

Trustees should expect to serve for no more than 3 terms of 3 years.

Trustees are required to attend scheduled meetings.

It is anticipated that the time commitment should be no more than 8 hours a month on average. There may be occasions when extra time will be required, eg. During recruitment periods, resolving difficulties that arise related to your role.

The role of Trustee is unpaid and we do not pay expenses; all donations go directly to offering therapeutic services to our recipients.