



## TRUSTEE BOARD MEMBERS DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

### Job description

#### Background

**Salary:** Unpaid voluntary role with appropriate expenses incurred travelling to meetings

**Commitment:** A minimum of four meetings a year and a reasonable amount of time to deliver actions arising from them. Additionally, trustees are invited to the charity's annual general meeting (AGM) and also to relevant team training sessions and publicity events. Trustees are also expected to support the promotion of the charity's initiatives and campaigns to their own personal and professional networks, where appropriate.

Chasing The Stigma (CTS) was established in 2017 and is a national mental health charity with a difference. Founded and run by people with lived experience, we act as the everyday voice of managing mental health.

We work to remove the stigma around mental health and make it as easy as possible to access a wide variety of support services, by developing simple, effective solutions such as the Hub of Hope app, which is now the UK's 'go to' mental health signposting tool, connecting tens of thousands of people to more than 3,500 support groups and services every month.

Chasing The Stigma also aims to create a true environment of understanding about mental health across the UK via its Ambassador of Hope training programmes. The training provides people with tools and confidence to talk openly about mental health and help people who are at crisis point, while also educating them on how to find and signpost to help. The training is provided to adults and also to young people through a schools education programme.

The board, once fully recruited, will comprise a Chair, treasurer and up to five other trustees.

#### The role of the board

At its simplest, the role of the trustee board is to oversee the assets and the strategy of the organisation, to safeguard those assets and apply them to the charitable purposes of the organisation and to ensure strategy is developed and delivered. The trustee board must always act in the best interests of the organisation and its beneficiaries, 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 personal responsibility.

The Board of Trustees must act as a group and not as individuals.

### **Duties of a member of the Board of Trustees**

The duties of a member of the Board of Trustees are to:

- Ensure that CTS complies with its governing document (the Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that CTS pursues its objectives as defined in its governing document
- Ensure CTS applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities that are not included in the objectives, however worthwhile they may be
- Contribute actively to the Board of Trustees by giving firm strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against those targets
- Safeguard the reputation and values of CTS
- Ensure the financial stability of CTS

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 CTS prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four times a year, with dates and times of these meetings confirmed at the start of the year.

Papers are distributed one week in advance of meetings and it is expected that all trustees will read these in advance and attend meetings fully prepared to make an active contribution to discussions. Trustees are also invited to the charity's AGM, as well as appropriate training and publicity events.

Trustees are expected to support the promotion of the charity's initiatives and campaigns to their own personal and professional networks, where appropriate. They will also be expected to commit to a reasonable amount of time between meetings to deliver any actions.

Trustees can claim out-of-pocket expenses incurred by travelling to meetings.

### **Person specification**

Each trustee must have:

- A commitment to the charity's mission and the capacity to meet the minimum time requirement
- Integrity, strategic vision and good independent judgement
- Ability to think creatively
- A willingness to speak their mind
- A commitment to open dialogue and equality, diversity and inclusion
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work independently to deliver individually assigned tasks agreed as a board
- Ability to work effectively as a member of a team and take decisions for the good of the charity

We want to diversify our Board to reflect the work and communities we support, to broaden our thinking and ensure that our decision making is informed and enriched by a wide field of experience. This means we would particularly welcome applicants from Black, Asian and minority ethnic backgrounds, disabled people, members of the LGBT+ community and younger people aged 18 – 30 (so younger than our current board members).

All applications will be considered, but we are particularly keen to hear from individuals with experience in one or more of the following areas: finance, human resources (HR) and medical/clinical background in mental health.