Mind in Camden
Management Committee Member Role Description

Introduction:
This role description is based on The National Occupational Standards for Trustees and Management Committee Members (January 2006).

Please note that individual committee members are not required to directly undertake the tasks outlined below, but to ensure, through contributing to committee meetings, that proposals, monitoring and other information submitted by the Chief Executive and his/her staff enable the committee to achieve its overall aims, which are:

- To safeguard and promote the values of the organisation
- To determine its strategy and structure
- To ensure the organisation operates effectively and responsibly
- To ensure the effective functioning of the committee

When safeguarding and promoting the values and mission of the organisation as Trustees you are responsible for:

1. Ensuring that you are clear about why the organisation exists, what it stands for, and that you promote the values, aims and ethos so that it accomplishes its mission
2. Setting the strategic direction of the organisation
3. Acting in a manner consistent with the values and mission of the organisation
4. Ensuring that the organisation's values and mission are clearly stated and can be understood and recognised by beneficiaries and by stakeholders
5. Regularly reviewing the values and mission of the organisation to ensure that:
   a) they continue to remain valid and relevant, and
   b) they take account of changes external to the organisation e.g. legal, political and economic
   c) the governing documents reflect this
   d) there is compliance with the organisation's objects, and upholding the values of the organisation and its governing documents
   e) decisions relating to these responsibilities are made in the best interests of the organisation and its beneficiaries
   f) the organisation is not unduly influenced by external organisations or individuals

When determining the strategy and structure of the organisation, as Trustees you are responsible for:

1. Ensuring that the organisation sets aims or legal objects reflecting its values and mission that look positively to the future and that enable the organisation's current mission to be achieved
2. Working with staff to produce a strategic plan that meets the organisation's agreed aims and intended outcomes, where the organisation employs staff
3. Ensuring that the organisation has an appropriate structure incorporating legal and governance frameworks
4. Ensuring a programme of activities which continually builds upon, and makes good use of, the organisation's resources
5. Regularly reviewing and updating the strategic plan to keep it fit for purpose

When ensuring the organisation operates effectively and responsibly, as Trustees you are responsible for:

1. Identifying, establishing and reviewing policies and procedures, if applicable, required by law and relevant to the organisation
2. Ensuring there are policies covering all major aspects of the organisation and for dealing responsibly with malpractice or misconduct

3. Ensuring that the organisation holds diversity and equality as positive values in its policies and practice
4. Where appropriate, appointing and inducting a senior member of staff to undertake specified operational activities and ensuring they are supervised, supported and appraised
5. Where the organisation employs staff, ensuring that it complies with employment law, and other relevant legislation, and provides opportunities for learning and development
6. Delegating, when appropriate, specific activities with clear instructions about what has been delegated, to whom, for how long and the reporting lines of communication
7. The organisation remaining financially viable and ensuring that all funds raised are:
   - used and allocated wisely
   - used only in furtherance of the organisation's objects
   - used in accordance with the Law and accounting requirements
   - audited annually in accordance with current legislation
8. Proactively and regularly reviewing risks to which the organisation is subject, and taking appropriate action based on the assessment
9. Making use of professional advice when appropriate to do so, and retaining any written advice for future reference and guidance
10. Monitoring the performance of the organisation and its assets in terms of quality and outcomes
11. Identifying opportunities and areas of improvement that may benefit the organisation and its beneficiaries

When ensuring the effective functioning of the Committee, as Trustees you are responsible for:

1. Ensuring that the Committee has a clear statement of Trustees' strategic and leadership roles and key functions along with appropriate role descriptions for the Committee
2. The Committee specifying, in role descriptions, the particular responsibilities of and powers delegated to any identified Committee members (e.g. Chair, Treasurer), sub-committees, others with responsibility for specific activities
3. The composition of the Committee reflecting the community and the membership it serves, and the structure being in accordance with the organisation's governing documents
4. The Committee having a range of skills and experience on which to draw in order to help the organisation progress and fulfil its objects
5. The existence of clear policies and procedures for the recruitment and replacement of Committee members
6. Ensuring that existing and new Trustees understand the roles, responsibilities, skills and contributions that Trustees are expected to make
7. Ensuring that new Trustees receive induction, and that opportunities for learning and development are available
8. Clear and prompt lines of communication existing within the Committee
9. The Committee ensuring that the whole organisation and its key stakeholders have a clear understanding of its role
10. Having clear and regularly updated rules and procedures to determine the conduct of the Committee and its meetings, and which are in accordance with the law and the organisation's governing documents
11. Ensuring that conflicts of interest including matters relating to any benefits for Trustees are recognised, declared and handled in accordance with policy and procedures
12. Acting in a manner agreed by the Committee when representing the Committee
13. The Committee ensuring that mechanisms are in place for regular reviews of the Committee's performance, and Trustee appraisals by self-assessment

As Trustees you are also responsible for:

1. Preparing for committee meetings by reading papers
2. Attending all main committee meetings, Annual General Meetings and special meetings
3. Attending sub-committees, working groups or hearing panels, if a member
4. Sending apologies when not able to attend meetings
5. Being actively and constructively involved in meetings
6. Supporting and abiding by all collective and majority decisions of the committee
7. Disclosing all interests which may affect your work as a committee member

8. Abiding by the constitution, and other rules (e.g. code of conduct, standing orders, financial regulations etc)

The Chair is also responsible for:

1. Providing management supervision and support to the Chief Executive and appraising his/her performance
2. Providing effective leadership for the committee
3. Chairing committee meetings and annual general meetings or delegate the responsibility to another committee member if unable to attend
4. Taking Chair's action when needed between committee meetings
5. Being a de-facto member of all sub committees and/or working groups
6. Convening selection panels for the recruitment and selection of the Chief Executive
7. Ensuring committee involvement in the recruitment and selection of senior managers
8. Ensuring hearing panels are chaired or chairing them as required by procedures
9. Acting as a signatory for Mind in Camden
10. Authorising expenditure according to the financial standards
11. Providing advice/guidance to senior managers in the absence of the Chief Executive

Details of conditions of service

Committee membership currently involves attending six meetings per year, plus any additional duties (panel hearings etc) agreed individually with Trustees. Trustees with specific expertise may also be contacted between meetings for advice by senior managers.

Committee members will initially be co-opted and then will be put forward for election by the members at an AGM. All committee members must sign a formal agreement with the organisation.

Committee members stand down on a rotational basis and, if they decide to accept nomination will be put forward again for election. If committee members contravene the rules of the organisation they can be dismissed from the committee according to the articles of association and any procedures in place at the time.

All committee members must also be members of the association and will pay an annually renewable membership fee of £5 or £1 if unwaged (though the sum can be reduced or waived in cases of hardship)

All committee members must undergo a Disclosure and Barring Service check prior to their appointment being confirmed.

Since Mind in Camden is a company as well as a registered charity, all committee members are considered as Directors of the company for the purpose of company law. Provided committee members have managed the financial affairs of the company with probity and responsibility they are only liable for its debts to a maximum of £1 in the event of winding up or liquidation of the company.

The posts are, by law and according to the memorandum of association of the charity, unpaid.
Travel, childcare and other out of pocket expenses can be claimed.

August 2023

Vision, Values and Mission

Our Vision:

Working alongside people of all ages who are experiencing distress through voices, visions, unusual beliefs, anxiety, hopelessness and extremes of mood, Mind in Camden will stimulate change and development in mental health services by providing, promoting, and partnering in services in diverse settings that:

- enable self-defined recovery, increase self-esteem, and promote hope
- involve guided and unguided self-help, co-production, and peer support
- challenge stereotyping, stigma, isolation, and social exclusion

Our Core Values

- We see mental health as a continuum we are all at different points on at different times in our lives – there is no 'us' (= well) and 'them' (= ill).
- We see experiences such as hearing voices, seeing visions, having unusual beliefs, and experiencing anxiety, hopelessness, or extremes of mood as responses to real events, feelings, and cultural influences that people can identify in their own lives – rather than as delusions, hallucinations, or symptoms of a bio-medical 'disorder'.
- We recognise that many people who experience voices, visions, and other unusual experiences and/or beliefs lead happy and fulfilled lives, and that, in some cultures, these experiences do not result in stigma.

Our Mission is to:

- Recognise and value people's own experiences and definitions of their mental health and support needs, developing and exploring ways of working that combat the stigma, isolation, low self-esteem, social exclusion, and the lack of hope that labels and diagnosis can bring.
- Enable people to find ways of achieving their own life goals on the basis that 'recovery' is self-defined**.**
- Work alongside people with current or past lived experience of mental health issues as partners, not as passive recipients of services.
- Promote wellbeing by providing and enabling services that support individual responsibility, self-help, peer support, co-production, and inclusion in the wider community.
- Ensure that the self-help, peer support and co-production models we adopt in our services, and promote to others through our development projects, training, and consultancy, fully reflect our core values.

Mind in Camden
Individual Committee Member Person Specification

In order to carry out your responsibilities, as Trustees you should have the following qualities:

1. Be committed to the purpose, objects, values and policies of the organisation, including those on diversity and equality
2. Be constructive about other Trustees' opinions in discussions, and in response to staff members' contributions at meetings
3. Be able to act reasonably and responsibly when undertaking such duties and performing tasks
4. Be able to maintain confidentiality on sensitive and confidential information
5. Be supportive of the values (and ethics) of the organisation
6. Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
7. Be able to analyse information and, when necessary, challenge constructively
8. Be able to make collective decisions and stand by them
9. Be able to respect boundaries between executive and governance functions

You should also:

1. Not be subject to a disqualification order under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 i.e.
   - have not been convicted of any offence involving dishonesty or deception
   - have not been adjudged bankrupt and has not been discharged
   - have not made an arrangement with creditors and not been discharged
   - have not been removed from the office of a charity Trustee on the grounds of misconduct
   - are not under a disqualification order under the *Company Directors' Disqualification Act 1986*.
2. Be willing to undergo a Disclosure and Barring Service check for past offences
3. Be able to meet the time commitments of the role.

Trustees may also be looking for specific areas of expertise or experience which will be included in information to candidates where relevant.

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