Mid and North East Essex

Job Description

Job Title	Trustee Board Member (Finance Committee)
Service/Department	Board of Trustees
Salary	Unpaid (Expenses incurred while travelling to meetings)
Hours	4 meetings a year plus committees.
Base	Mid and North East Essex
Responsible to	Chair of the Board and wider Board of trustees
Accountable to	Chair of the Board and wider Board of trustees

Job summary:

The trustee board's primary roles are the good governance of the charity, to receive donations, protect the charity's assets, and use them for MNEE Mind's charitable purposes. Trustees must always act in MNEE Mind's best interests, applying the same care as a prudent person managing someone else's affairs. Decisions must be made collectively, not individually.

Key responsibilities:

The duties of a trustee board member are to:

- Make sure the charity is carrying out its purposes for the public benefit as defined in its governing document (Articles of Association)
- Comply with laws and regulations and follow the charity's governing document and all relevant legislation
- Always act in the best interests of the charity, making decisions collectively and dealing with conflicts of interest. This includes acting with reasonable care and skill, and taking appropriate advice when needed.
- Ensure the financial stability of MNEE Mind by managing resources responsibly, implementing appropriate financial controls and managing risk.
- Ensure the charity is accountable to its beneficiaries, regulators, and supporters
- Contribute actively to the board of trustees by giving firm strategic direction to MNEE Mind, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of MNEE Mind
- In addition to the above statutory duties which apply individually to all trustees, 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 and evaluating or offering advice on other areas in which the trustee has particular expertise.

What we ask from you:-

- You will be expected to attend 75% of all board and finance meetings. which are held 4 times a year and usually last approximately two hours. There are usually one or two additional board away days annually.

- You may be asked to join one of two board committees, which meet up to four times a year, for approximately two hours, either in person or by Teams.
- Invitations to additional events and ad hoc meetings will happen during the course of the year, which are optional.

<u>What we will provide you:-</u>

- Full induction and training is offered, including unlimited individual access to board training platform from the Association of Chairs, induction with CEO and senior leadership team, and if helpful pairing up with an existing experienced member of the board.

We recruit our trustees based on a strength basis, and these are the qualities that we are looking for including financial knowledge for this specific role (finance committee).

Area	
Financial knowledge and experience	**Is literate in finance** Strong skills and experience in interpreting financial statements, management accounts and forecasts. **Charity finance** Experience of, or awareness of, the difference with charity finance and specific pressures and risks
Achieving	**Is very focused** Has a strong drive to achieve the outcome the charity needs. Is naturally focussed on the right things to keep meetings on track **Is very reliable** Takes ownership for what they do. Strives always do what they say they'll do. Is always prepared for meetings **Keeps going when things get tough** Keeps going when things go wrong or become difficult. Is good at taking setbacks in their stride and keeps moving things forward **Is adaptable** Is good at adapting to changing circumstances. Is flexible and is willing to do whatever needs to be done **Is a very calm person** Is calm and rational even under pressure
Relating	**Is good at connecting** Is good at connecting with others and noticing what's important to them – whether it's other Trustees, beneficiaries, funders or supporters **Is very approachable** Is warm and open. Is good at making people feel at ease **Is a good listener** Is genuinely interested to hear what people have to say. Loves to listen to understand what fellow Trustees are thinking. Is open to others' views **Is positive** Is naturally positive and enthusiastic. Is energetic and inspires others
Evaluating	**Is good at seeing the bigger picture** Naturally sees the bigger picture, where things fit and how they connect **Instinctively sees what's important** Is quick to get to the heart of an issue. Focuses on what's important and quickly sees the way ahead to move things forward **Is a confident risk-taker** Is good at assessing risks. Is bold and ambitious in taking managed risks for the benefit of the charity
Integrity	**It's really important to them to do the right thing** Is motivated by doing what's right. Challenges self and others to do what's in the best interests of the charity or its beneficiaries

	They're honest and straightforward Has no personal agenda or ego. Speaks up and challenges if they don't agree or feel something's not right **Values and respects other people** Is genuinely interested in and appreciates people for who they are and what they contribute. Treats people fairly
Growing	**Loves to learn and deepen their knowledge** Loves to learn about the charity, its beneficiaries and needs **Is a curious person** Is genuinely interested in learning. Loves asking questions to understand people, situation and approaches. Is motivated to understand the 'why' and 'what'