



Mums in Need **Trustee Job Description**

Trustee Responsibilities

The Trustees have responsibility for directing the affairs of Mums in Need, ensuring that it is financially viable and delivering the charitable aims and objectives as set out in its constitution. They must ensure compliance with laws and regulation, and have a responsibility for the governance of the organisation and duty of care towards staff, volunteers and clients.

The Trustees of Mums in Need (MIN) have joint responsibility to:

- Approve the organisation's mission statement and review the staff's performance in achieving it
- Annually assess the changing environment and review and approve the organisation's one year strategy
- Review and approve the organisation's five year financial goals
- Annually review and approve the organisation's budget
- Approve policies

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Chief Executive of the organisation.
- Regularly discuss with the Chief Executive matters that are of concern to them or to the Board
- Approve appropriate salaries, terms and conditions of service for all staff
- Annually approve the staff's work plans and review their performance
- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long range goals and the performance of similar projects
- Be certain that the financial structure of the organisation is adequate for its current needs and its long range strategy
- Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

- Be assured that the Board is adequately and currently informed through reports and other methods of the condition of the organisation and its operations
- Review the compliance with relevant laws affecting the organisation

Trustees must:

- Act in the charity's interests only (not their own)
- Act with integrity, and avoid any personal conflicts of interest
- Exercise reasonable care and skill, using their knowledge and experience to ensure the charity is well run
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties
- Avoid activities that might place the charity's property, funds, assets or reputation at undue risk
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use
- Not delegate control of the charity to others

To fulfil these responsibilities properly, Trustees must keep up-to-date with what the organisation is doing, and make sure they are informed about its activities and financial position. All Trustees are expected to give enough time and energy to making sure that the above responsibilities are met.

A minimum expected contribution from Board members is to attend the regular Board meetings, which are generally once a quarter (dates provided in online application pack <http://mumsinneed.com/support-us/become-a-trustee/>), to prepare themselves by reading relevant papers etc and input is generally required weekly (1-2 hours per week). In addition to the responsibilities listed above, Trustee roles might include involvement with the recruitment of staff, design of policy documents, fundraising, media contact, or promoting the organisation, and other activities which are distinct from the day to day running of the organisation. They also have roles as set out in other MiN policies. As a general rule, Trustees are concerned with the governance of the organisation, rather than the daily running of the organisation, which is the responsibility of paid staff.



Essential Criteria each Trustee must have:

- Commitment to fulfilling the mission of Mums in Need
- Agreement with, and willingness to uphold, the aims and ethos of the organisation
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to give necessary time and effort to their duties as a trustee role
- Ability to actively promote the organisation and its work
- Good independent judgment
- Integrity and honesty, tolerance and patience
- Willingness to act in the best interest of MIN
- Understanding of working with confidential material
- Ability to work well as a member of a team
- Be able to attend meetings on a regular basis
- Willingness to learn, especially new systems and social media (Dropbox, Whatsapp, Facebook)

Desirable Experience

As a priority, we are seeking Trustees who have experience in one or more of these areas:

- Domestic/Emotional Abuse
- Human Resources
- Change Management
- Governance (e.g. Being on a committee)
- Fundraising
- Campaigning

In addition to these, the Board of Trustees *collectively* needs skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes
- Financial management, income generation and enterprise
- Information Technology/Social media
- Charity/Business Management
- Counselling/Therapy
- Charity law/criminal law/family law/housing law
- Public Relations

As a Trustee the commitment and energy you display will make a direct difference to the charity and everyone it helps. You don't have to be a hero or famous to change lives for the better – trusteeship allows you to do just that.

Being a trustee can be hard work and is unpaid. Trustees have the ultimate responsibility for running a charity, for its property, finances and the employment of any staff or volunteers.

But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development. And while you bring your skills and energy to running the organisation, you will also find you are gaining new experience and knowledge.

TO APPLY: Please complete our application form, accessible via <http://mumsinneed.com/support-us/become-a-trustee/>

Closing date for applications: no current deadline, applications can be received year round.