



Trustee recruitment pack for Bristol Mind

Introduction and Welcome

Dear Applicant,

Thank you for your interest in becoming a Trustee for Bristol Mind. Mental distress can affect anyone at any time and the need for accessible and non-judgmental mental health support and guidance has never been greater. Bristol Mind provides vital support and information to as many people as we can in Bristol and South Gloucestershire, and thought leadership to the city, to promote and develop positive and responsive services. Can you help drive our work forwards? Joining the Board of Trustees will enable you to use your existing skills and experience and have a direct influence in the governance of our vitally important charity.

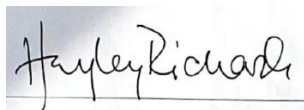
Recently the Board, along with the leadership team took the opportunity to review the Charity's activities and direction of travel. This has seen the development of an exciting new three-year strategy to grow and develop Bristol Mind, putting it at the forefront of mental health support in Bristol. It is fair to say we are currently a relatively small charity, but we have some big aspirations.

As a Trustee you will be supported by a team of dynamic and incredibly passionate staff and volunteers. With the new strategy in place, we are looking to expand our group of Trustees.

We need our Board of Trustees to be representative of our city, the people we support and those organisations we seek to work and engage with. We therefore strongly encourage applications from people who identify as Black, Asian or minority ethnic, disabled and LGBTQI+.

Thank you again for taking the time to learn more about us. I look forward to hearing from you soon.

Best wishes



Hayley Richards

Chair – Bristol MIND



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Our Board

Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are expected to undertake duties in a manner that reflects our local Mind's values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: **a society where everyone experiencing a mental health difficulty gets both support and respect.**

We are particularly looking for the following with this recruitment round:

1. **To improve our diversity as a Board**
2. **Strengthening the board with additional skills and experience in Marketing, fundraising, and Legal**
3. **Individuals with experience of the health sector, including working with commissioners**

Diversity is critical for a board to be effective; enabling varied discussions, active debate and decision making, so that together we can have the greatest impact. We encourage applications from people with lived experience of mental health problems and from all ethnic, socio-economic, neuro-diverse, professional and personal backgrounds. Whether you're an experienced trustee or taking your first steps into governance, if you have the commitment, values and skills, we want to hear from you.



About us

Bristol Mind was originally founded in 1965 and is now a registered charity and a limited company.

We support people to live well in their communities and at work. We are passionate about societal change and we know that bringing together different perspectives can help find solutions to complex problems.

Our aims

- To be a resource for all people in Bristol who identify themselves as having mental health or emotional support needs, and those who support them
- To promote emotional and mental wellbeing through delivering high quality services in partnership with others where we can
- To raise awareness of, and promote positive views about, mental health issues

We are an active member of the National Mind Network and the Bristol Mental Health Network



Our values

- **Compassionate** - At our core we think positively about our clients and our staff and actively listen without judgement
- **Integrity** – Informs all our actions
- **Create Change** – We create positive change and we have fun doing so!
- **Equality** – We use creativity and innovation to ensure everyone has equal opportunity and is included
- **Respect** - We treat everyone with respect making sure we communicate effectively

At Bristol Mind Equity, Diversity & Inclusion is at the core of who we are. Our commitment to these values is unwavering across all the work we do. We are on a journey, we are inclusive and we celebrate different points of view. We are building a culture where difference is valued as an equal opportunities employer.

Our strategy

Bristol Mind aims to promote a positive view of mental health and provide services that are accessible, relevant and empowering to the people using them. Our services aim to contribute to mental and emotional wellbeing and to reduce stigma and discrimination.

We recognise that each individual is a resource for their own recovery. Many of our workers, volunteers and trustees have themselves experienced the impact of emotional and mental distress and this enhances the support we can provide and the services we can develop.

Over the next 3 years Bristol Mind will be broadening its service options and extending our reach into the communities we serve, focussing on the following key service areas:

- Inclusive and accessible psychological therapies
- Co-produced community wellbeing activities
- Expansion of our telephone helpline service
- Workplace wellbeing & training

Our services

We are in the process of refreshing our strategy and we have ambitious plans to grow over the next 3 years.



The services we currently provide are:

- Counselling
- Information and Signposting Service
- Refugee Services
- MindLine Crisis and Emotional Support helpline
- Hate Crime Service

We are looking to expand our offer to our corporate partners as part of our new strategy for the next three year

About you

The role of trustees in Bristol Mind is to govern the activities and affairs and oversee the strategic and general management of the charity. Specifically ensuring that Bristol Mind has a clear purpose and direction, is well run operationally and financially, is solvent and delivers its charitable and strategic objectives.

Whether you're an experienced trustee or taking your first steps into governance, if you have the commitment, values and skills, we want to hear from you, full training and support will be provided.

Trustees are expected to undertake duties in a manner that reflects Bristol Mind's values and ethos. The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well run and efficient.
- Ensuring the appropriate use of Bristol Mind's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting, or potentially impacting, the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded and complied with.
- Ensuring that Bristol Mind has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the board's own performance annually.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Bristol Mind's work and relationships.
- Ensuring that Bristol Mind is accountable to its members, funders and stakeholders.

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 will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues, especially those areas in which the trustee has particular expertise.

Expectations

- To ensure equality of opportunity is promoted and sustained through all aspects of Bristol Mind's work and relationships.
- To commit to ensuring that stakeholders have a say, and that equalities issues are addressed.
- To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company, to act properly at all times and declare any impediment or interest relevant to the role of trustee.
- To act in good faith with due care and diligence for the best interests of Bristol Mind and work within Bristol Mind's vision, mission and values.
- To attend and participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.

- To engage with the wider work of Bristol Mind.

The trustee role is voluntary with expenses reimbursed#



Person specification

All trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to Bristol Mind's vision, mission and values.
- Knowledge, experience and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the [legal duties, responsibilities and liabilities of trusteeship - click here for more information](#).
- an ability to work effectively as a member of a team
- seek constructive debate and dialogue over confrontation
- a commitment to Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A degree of flexibility to attend scheduled and occasional ad hoc meetings in Bristol and online.

Frequently Asked Questions

Do I need to have previous experience as a Board Member?

No previous experience is required - it is more important that you share the values of the organisation and are willing to bring the benefit of your own unique perspective to the Board or Committee.

We want individuals who are willing and confident to challenge existing thinking in a positive way so that the Board and the organisation can get the benefit of different experiences and backgrounds. We need people who can provide challenge and are prepared to take tough decisions.

Working together is also key to a successful Board as well as the ability to stand back and look at the bigger picture. We are committed to providing support and training for those individuals stepping into a board role for the first time.

The Board must have a diverse range of skills, qualities, experience and knowledge to function effectively. However, we do not expect Board Members to have skill or experience in all areas. We will provide coaching and support in areas such as governance or finance, which are key areas of focus.

Our Current Board

We currently have 7 Board Members and are hoping to increase the number to 10 to give us a range of skills and experience for the benefit of our service users. For some of us this has been our first experience of being a Board Member, others bring experience from roles in the NHS and Housing Associations.

We have Board Members with financial expertise and knowledge, organizational design and technology; some with experience of social housing and others bring their perspectives from the private sector. Some of us have lived experience of the mental health sector. All of us share a commitment to MIND and providing the best possible outcomes for our service users and funders.

Any of our trustees would be happy to talk to you about the role and the organisation.

What considerations have you made on accessibility for Board Members?

Most meetings take place in our offices which are designed to be accessible including lifts and disabled toilet facilities. Most meetings are also accessible online. If we arrange meetings in other venues, any requirements are also taken into account when choosing that venue.

Board papers can be available in larger print, and we would be keen to make reasonable adjustments based on individual requirements.

What training and induction would I receive as a new Board Member?

We provide development and training for all Board Members, starting with your appointment. All new members will be provided with an induction pack including the major policies, Business Plan, Annual Report etc. and will be invited to meet the Chief Executive and the team as part of their induction. The induction plan will include also a review of the first papers and principal issues for the next Board or Committee meeting as well as a chance to find out more about the services we provide. There is also an annual training programme for Board Members.

We are also supported by National MIND who run an induction for new Board Members as well as a Trustee Network. financial support for attending sector conferences as well as tailored sessions on relevant topics prior to a Board or Committee meeting. We can also arrange for you to 'shadow' Bristol MIND colleagues and 'buddy' with an existing Board member to learn more about the organization and the role.

How much time is needed to be a trustee?

Time commitment will vary and estimated at between 4 -8 hours per month. Six Board meetings take place each year and these are currently via Teams for the majority, face to face when required or agreed. We meet usually on a Thursday late afternoon for a couple of hours. In addition we have two strategy days a year which are always face to face; an AGM and other ad hoc training sessions online. There are also ad hoc task and finish groups, eg Working with Corporate organisations.

Trustees are expected to attend at least 75% of all Board and both Strategic Planning Days in a year. Given the limited number of meetings the Chair hopes that members will exceed this minimum requirement. The agenda will be sent to you at least five days in advance of the meeting, electronically, and it is expected that you will have read all the reports in advance of the meeting.

How does the Board operate?

Bristol MIND is governed by Rules setting out its purpose and how it operates. It must also adhere to legislation and the requirements of the Charity Commission. We are also required to hold the MIND Quality Mark to ensure we are operating in line with the requirements of the MIND Federation.

We also have a framework of internal best practice policies and procedures. In common with much of the not-for-profit sector, Board members are expected to operate to the highest standards of probity, and this means that they cannot obtain personal or family gain from their position. We have clear processes in place to explain to board members their particular duties in this respect.

Will I be personally liable?

The Board is ultimately responsible for the acts of the organisation. However the trustees are supported in carrying out its responsibilities by the Chief Executive and other members of staff, and insurance cover is in place to protect trustees against personal liability for matters arising from their role as trustees.

How to apply

To express interest in becoming a trustee, please send a CV and/or a short expression of interest stating why you are interested in the role and what skills and attributes you aim to bring, to Sally Mason, Trustee, at sally.mason@bristolmind.org.uk.

If you would like an informal discussion to discuss this role, please contact Sally or our Chair, Hayley Richards at Hayley.richards@bristolmind.org.uk

We would be grateful if you can also complete and send this diversity form – this is kept anonymously and is not used as part of the selection process, but it helps us understand whether we are reaching all parts of our community equally. If you have any additional access requirements please let us know.

Successful applicants will be expected to undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity trustee disqualification checks.





Bristol Mind

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