

TRUSTEE BOARD MEMBERS

DESCRIPTION OF THE ROLE
& PERSON SPECIFICATION



Background

- Salary:** Unpaid. Volunteer expenses incurred while travelling to meetings paid.
- Hours:** Three meetings a year, one of which will be the AGM plus invited operational meetings relevant to any specialist support areas if and when need arises.
- Location:** Minerva House, 2 Highweek Street, Newton Abbot, TQ12 1TQ (AGM may be held at a venue to alongside the annual celebration and awards event)

Wellbeing in Action champions the prevention, reduction and removal of threats causing harm to people's mental and emotional health. We exist to **enable people to live their best lives**, and to find opportunity out of adversity. We bring people together through social action, and in common purpose, to solve problems and create good environments to live, learn, work, be healthy, happy and thrive together. We especially focus our efforts on those who are greatest affected by injustice, poverty, being compromised through poor physical and mental health or subjected to oppression, violence and abuse and trauma, and those who have become, or feel, isolated and lonely – particularly where that leads to devastating life choices including, ultimately, the choice to end their own life.

No one organisation or person has the power to overcome every challenge presented in any ordinary life, but through the power of collaboration we can achieve things that make a real difference. Our guiding principle is '**If we can, we do**', and our firmest belief is that people are not defined by their problems – every human has times when they need to reach out for help, and also has times when they are able to extend a hand to others – and we work on a basis of maintaining pride and dignity through enabling a model of **paying it forward**. Wellbeing in Action feels like a membership, where a sense of belonging and knowing that when life is tough the door remains firmly open, providing a welcoming sanctuary in a harsh world - and when times are good, like a family, we can share our wisdom, talents and kindness with others.

Our annual work plan outlines the details of how we work, the projects and support we provide and who we work with.

1. Who are the charity's trustees

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For WiA the charity trustees are the board of the Charitable Incorporated Organisation known as 'The Trustee Board' and they comprise:

The Chair
The Treasurer
Up to 10 elected trustees

A minimum of three trustees are required to enable the charity to conduct its business within the legal terms of its' constitution, with the Chair having the casting vote in decision making.

2. The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and ensure they are applied to the charitable purposes of WIA and protect the good name, reputation and purpose of the charity to serve those we set out to improve lives for. The trustee board must always act in the best interests of WIA, 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 responsibility. The trustee board must act as a group and not as individuals.

3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure WIA complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- ensure that WIA pursues its objects as defined in its governing document
- ensure WIA applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to WIA, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of WIA
- Ensure the financial stability of WIA is monitored
- Ensure the performance of the Chief Officer and his/her staff team are supported and monitored.

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, and providing such advice to the Chief Officer and his/her staff to help them conduct the work of the charity effectively.

The Chair fulfils an additional role as mentor to the Chief Officer – providing a supervisory role to ensure the CO has adequate support in leading the organisation, their wellbeing is positively managed and their performance is aligned to the charity objectives throughout.

4. Minimum time commitment

Trustees are expected to attend an induction session at WIA

Trustees are expected to attend all board meetings where possible. Board meetings are held three times a year and last for approximately 2 hours.

One meeting each year is allotted to strategic planning which may be shared with members of staff, volunteers and service users of WiA.

Each year there will be an AGM, which will be incorporated into the annual celebration of achievements, often including our Award and charity ball evening.

- Papers are distributed one week in advance of meetings.
- Trustees may be invited to join working groups or committees where they have relevant expertise that can assist the Chief Officer or staff in designing policy, systems or tackling certain operational challenges.
- Trustees are invited to the annual general meeting (AGM) of WIA, which takes place each November.
- Trustees are encouraged to attend events and public activities from time to time, to show support of the projects WiA and our beneficiaries have been working on.
- Trustees remain mindful that they are ambassadors of the charity and use their contacts and networks to uphold a positive public image and to encourage support for the charity's activities when appropriate opportunity arises.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

5. Person specification

Attributes:

- a commitment to the mission of WIA
- willingness to meet minimum time requirement
- integrity
- strategic vision
- independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of WIA.

The board of trustees collectively needs skills and experience in the following areas and we look for a mixture of these knowledge areas across the Board to ensure we have a professional balance of governance and expertise to guide and support the Chief Officer and his/her staff in the excellent conduct of the organisation:

- Financial management, book keeping, accountancy and procurement
- Legal knowledge
- Income generation and fundraising

- public policy and public affairs
- national and local voluntary sector
- digital strategy & marketing
- trading activities and social enterprise
- HR management
- volunteering management
- health and safety
- Safeguarding
- collaborative partnerships
- social investment and impact
- service user experience and understanding of the factors contributing to poor Mental and emotional health and passion & commitment to creating person-centred outcomes.