

## Role Description for Trustee position

**Join us for an exciting opportunity to make a difference...**

Mind BLMK is seeking an enthusiastic individual to join our **Board of Trustees** and help shape the future of our charity. This is an exciting opportunity for someone who is passionate about mental health with skills and experiences which will support Mind BLMK. This is a volunteer position, and we can guarantee you satisfaction, enjoyment, and the opportunity to help make a real difference to the mental health of people within Bedfordshire, Luton, and Milton Keynes.

In this governance role, the Board of Trustees is influenced by its stakeholders especially those who use our services, volunteers and staff. Mind BLMK is a company limited by guarantee and the Board is legally accountable to Guarantor Members.

In its structure and functioning, the BLMK Board of Trustees is a small decision-making group with an emphasis on collective responsibility and requiring a general contribution from each of its members across the wide range of issues discussed. However, the trustee role is nonexecutive, and all trustees are volunteers who lead busy lives outside BLMK.

The Board has several governance sub-groups to which it delegates responsibility, such as Governance/Quality/Performance, Business Development and Finance, Workforce and Health & Safety. These groups are led by individual Board members, and are not only 'regulatory' but also enable Board members to contribute their own skills and experience to matters which cross the governance / executive line and allow them to work with senior line managers. A willingness and ability to join one or more of these committees is important.

### **1 Key responsibilities and accountabilities**

Mind BLMK Trustees have the following responsibilities, namely to:

- Contribute to the Board's role in giving strategic direction to Mind BLMK, setting overall strategy and policy, setting targets and evaluating performance against agreed targets.
- Ensure the financial stability of Mind BLMK and the proper investment of the charity's funds.
- Ensure Mind BLMK applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of Mind BLMK.
- Safeguard the good name and values of Mind BLMK.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of Mind BLMK and other Trustees.
- Participate in such other tasks as arise from time to time, such as interviewing new staff.

- Attend meetings and sub-committee meetings as appropriate and read papers in preparation for the meeting.
- Keep informed about the activities of Mind BLMK and wider issues which affect its work.
- Use any specific skills, knowledge or experience 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 requested by the Board on new initiatives, or other issues, to the area of Mind BLMK's work in which the Trustee has special expertise.

## **2 Required Experience & Characteristics**

### **2.1 Essential**

- Ability and desire to contribute to Board discussions involving key business processes such as, for example, trading accounts and budgets, staff management and organisation development and strategic planning.
- Specific skills and experience, for example finance, business development, mental health provision knowledge, health and safety.
- Sound, independent judgement and the ability to think creatively.

### **2.2 Desirable**

- Understanding / awareness of community engagement and development issues in Bedfordshire, Luton and Milton Keynes
- Knowledge / understanding of health and social care policy and practice or with the implications of these through direct personal experience
- Ability to lead specific Board strategic or regulatory actions such as heading Committees or guiding projects
- Experience of charity law and governance

## **3 Time Commitment**

You will be required to attend a minimum of four Trustee board meetings annually, held at Mind BLMK's head office in Flitwick in Bedfordshire, as well as other agreed quarterly governance meetings which may also be held in person or remotely via Teams.

## **4 About Mind BLMK**

Mind BLMK works across our communities to support positive mental health and wellbeing. Working closely with a range of partners, we offer a number of activities from our wellbeing centres and local venues to make a difference to the mental health and wellbeing of people in Bedfordshire, Luton and Milton Keynes, and our aim is to make sure that no-one has to face a mental health problem alone.

Our vision and values are at the heart of all we do – Mind BLMK is part of the communities in which we work, and it is important to us that we take this

responsibility on board. 1 in 4 people will experience a mental health issue each year, with 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week. The impact is felt even more widely – most people will know someone who has needed a hand at some point, be that a family member, friend, colleague, neighbour, student. Mental health is something we all have and Mind BLMK aim to ensure that everyone can get support when they need it.

We are governed by a Board of Trustees and our governing document which is registered with the Charity Commission. We have achieved the highest level (Level 3) rating from National Mind for our quality standards, are a recognised Disability Confident Employer and hold quality marks for a number of our services.

To find out more about how we are changing the lives of people within our community and our impact in 2025, click <https://www.mind-blmk.org.uk/about-us/impact-report/>.

For an informal chat about this role please contact the CEO, Caroline Lewis, at [caroline.lewis@mind-blmk.org.uk](mailto:caroline.lewis@mind-blmk.org.uk)