



# Trustee Recruitment Pack

*Independent Mental Health Network (IMHN) is a registered Charitable Incorporated Organisation (CIO - charity number 1171453), whose registered office is at South Plaza, Marlborough Street, Bristol, BS1 3NX.*

## Welcome

Thank you for your interest in the Independent Mental Health Network (IMHN) and becoming a Trustee. This pack contains an overview of the organisation, the role and information on how you can apply.

The organisation, constituted in February 2017, is a Charitable Incorporated Organisation (CIO). IMHN exists to represent those with lived experience of mental health, uniting voices for positive change in how mental health services are delivered.

We're governed by a board of up to twelve Trustees, who work alongside our branches and volunteers to develop a thriving and active organisation improving mental health services and empowering those with lived experience to have their voice heard.

The charity is young and working to develop its first strategic plan that will embed our core objectives into everything that we do. It's an exciting time for us, having just hosted Peerfest 2017 in Bristol with local partners after competing in a national tendering exercise and taken part in several ward visits and service redesign exercises including Bristol's mental health crisis houses.

This is a fantastic opportunity to take on an essential role in a developing and growing charity committed to changing lives and we look forward to receiving your application.

## Our Belief, Vision & Values

### Our Belief

We believe that with one in four people being affected by mental health problems each year, it is vital that services are providing the best possible care and access for patients.

We also believe that there needs to be more parity of esteem between mental and physical health, and that stigma surrounding mental illness must be challenged.

### Our Vision

To have excellent and improved mental health services that listen to everyone who has used; is using or intending to use mental health services.

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## Our Values

- **Inclusive** – Being open to all people with lived experience of mental health, regardless of their age, gender, race, sexuality, ability or religion.
- **Brave** – Speaking out, sharing our experiences and making sure our voices are heard.
- **Respectful** – Listening to others' mental health experiences without holding any judgement.
- **Determined** – Ensuring mental health services meet the needs of users, and worthwhile change is created in Bristol and beyond.
- **Innovative** – Creating lasting solutions for improving access to mental health services across the city.

## The Opportunity

As with all organisations with charitable status, IMHN needs to be overseen by a Board of Trustees. This is a developing board and brings together our elected trustees with appointed trustees from the membership and independent trustees to oversee our governance and strategy.

This is an opportunity to become an active participant in the 6 - 8 meetings of the board that will take place each year (meeting approximately every six weeks at the moment), as well as being on hand to take decisions between meetings when the need arises. There is also the opportunity for some trustees to sit on our sub-committees.

The Board of Trustees reviews the finances of the organisation, receives updates from the sub-committees, as well as discussing and making executive decisions on any matters that have arisen. The hope is that the trustee board will be forward thinking, and support the development of IMHN.

## The Board of Trustees

IMHN's Board of Trustees is the highest decision-making body in the organisation responsible for the overall governance and strategic direction of the organisation. This includes responsibility for its financial well-being, strategic direction and legal compliance. It is also responsible for developing the strategic and business plan for the organisation.

## Who Are We Looking For?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to improving the lives of those with lived experience of mental health.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creativity and highlight potential risk in any proposals. An eye for detail to ensure IMHN is well governed and the ability to see future opportunities are vital.

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## Commitment Required

**Attendance:** The key requirement is being willing and able to attend and contribute to the meetings of the board. The board will have 6 - 8 scheduled meetings each year, with other meetings added if required. Board members may also be invited to consider sitting on committees that have been delegated authority by the Board in different areas. Board members will also need to be available to approve decisions via email between meetings as required. Each meeting will have some reading and preparation work to do beforehand.

**Terms of Office:** We are recruiting up to six nominated charity trustees (up to four trustees need not be a member of IMHN), working alongside the organisation's trustees that are elected annually, to begin serving on the board from March 2018. The length of time a nominated trustee typically serves is three years with the option to serve one further term of up to three years.

**Training:** We utilise the support that is available from the Charities Commission and other key organisations to ensure all trustees are fully informed of the responsibilities associated with being a charity trustee.

**Wider Involvement:** Where trustees wish to take a wider interest in what is going on within the organisation in addition to their formal duties as a trustee we will welcome this. We aim to send the news of what is going on in each area of our activity to trustees on a regular basis.

## How to Apply?

**To apply, please send a CV and a covering letter to [contactimhn@gmail.com](mailto:contactimhn@gmail.com), by no later than Thursday 8<sup>th</sup> February 2018.**

Interviews will take place week commencing Monday 19<sup>th</sup> February 2018.

For an informal conversation about the role or organisation, please email Tom Renhard on [contactimhn@gmail.com](mailto:contactimhn@gmail.com).

We would especially welcome applications from those with qualifications or extensive experience in any of the following areas:

- HR and payroll
- Finance, fundraising and bid writing
- Law, advocacy and complaints
- Public relations

We would especially welcome applications from individuals who identify as:

- Women
- LGBTQIA+
- BAME

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# Nominated Charity Trustee Role Description

**Tenure:** 3 years (with an option to serve one further term)

## Role Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within IMHN. The Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy.

## Key Responsibilities

### All Trustees

Trustees are accountable for delivering the responsibilities detailed in the CIO's Constitution, Bye Laws and supporting documents. Notwithstanding this all Trustees have a duty to:

- To ensure that IMHN and its representatives (including, but not limited to, trustees, management committee members, branch committee members, additional support (volunteers and paid individuals), individual members and member groups) function within relevant legal and regulatory frameworks and our governing documents, continually striving for best practice in organisational governance.
- To determine the overall direction and development of IMHN through good governance and strategic planning.
- Providing relevant professional advice and support, in line with prior experience and appropriate qualifications (such as: HR, payroll, finance, fundraising, bid writing, legal).

## Main Duties

- Ensure that IMHN acts in accordance with its charitable objects, constitution and other guiding documents and in particular remains true to its mission, vision and values.
- Ensure that IMHN complies with all relevant legislation and regulations, including relevant charity acts.
- Ensure that the organisation does not undertake activities that put its financial stability, members or reputation at undue risk.
- Act as a positive ambassador for the organisation in all settings and work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the organisation.
- Maintaining strategic oversight of fiscal management and resources, ensuring all expenditure is in line with IMHN's objects and all investment activities meet accepted standards.
- Facilitating IMHN being a membership-led organisation.
- Approve the membership of new branches.
- Use personal skills and experience to ensure effective and efficient administration of the CIO and its resources.

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- Act as a counter signatory on all cheques, applications for grants, bids and contracts alongside a member of the relevant branch committee.
- When applicable, handle final stage complaints submitted in line with IMHN's Bye-Laws.
- Providing relevant professional advice and support, in line with past experiences and appropriate qualifications (such as: HR, payroll, finance, fundraising, bid writing, legal).
- Participate fully in Board of Trustees meetings and join one of the Trustee Board's Committees if required.
- Seek external professional advice where there may be material risk to the organisation or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and the organisation through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

## Accountable to

IMHN Stakeholders, this includes, but is not limited to, funding organisations, management committee members, branch committee members, additional support (volunteers and paid individuals), individual members, member groups, service users and carers.

## Lay Trustees

Lay trustees have a responsibility to:

- Use their particular knowledge, skills and experience to improve the decision making of the Board of Trustees and its Committees.
- Support and empower the appointed member and elected member Trustees to act as leaders for the organisation.
- Act as mentors, as required, for new or less experienced Trustees.

## Expectations

Trustees should be:

- Committed to the purpose, charity objects and values of IMHN.
- Committed to facilitating lived experience leadership of mental health both within and through the Trustee Board and through the wider democratic structures of IMHN.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and when necessary challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

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## Eligibility

All appointed and elected trustees are required to sign a Trustee Declaration Form. To be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a trustee of Independent Mental Health Network (IMHN), which is a registered Charitable Incorporated Organisation (CIO - charity number 1171453).
- Understand the organisation's purposes (objects) and rules set out in its governing document.
- Are not prevented from acting as a trustee because you:
  - Have an unspent conviction for an offence involving dishonesty or deception;
  - Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order);
  - Have an individual voluntary arrangement (IVA) to pay off debts with creditors;
  - Are disqualified from being a company director;
  - Are subject to an order made under section 429(2) of the Insolvency Act 1986;
  - Have previously been removed as a trustee by the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement;
  - Have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation);
  - Are disqualified from being a Trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.

Factor	Description
<b>Knowledge, Training and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ An understanding of and commitment to the values and principles of lived experience leadership and democracy.</li> <li>➤ An understanding of and sympathy with the aims of IMHN.</li> <li>➤ A commitment to act in accordance with the Nolan principles for ethical conduct in public service.</li> <li>➤ Good understanding of the NHS and mental health services or willingness to develop this.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Experience of developing strategy and evaluating performance.</li> <li>➤ Experience of campaigning.</li> <li>➤ Experience of human resources development.</li> <li>➤ Experience of providing financial management and oversight.</li> <li>➤ Experience of fundraising and/or bid writing.</li> <li>➤ Experience of advocacy and/or complaints handling.</li> <li>➤ Experience of public relations and/or stakeholder management.</li> <li>➤ An understanding of charity law and its implications for trustees.</li> <li>➤ An understanding of business management.</li> <li>➤ Experience of the charitable sector.</li> <li>➤ Experience of the health and social care sector.</li> <li>➤ Lived experience of mental health.</li> </ul>
<b>Communication</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Excellent communication skills.</li> <li>➤ The ability to work well as part of a team.</li> <li>➤ Ability to analyse information, and consider different points of view with an open mind.</li> <li>➤ An ability to communicate clearly with diverse audiences in multiple forms, including written and verbal.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Ability to inspire and motivate others.</li> <li>➤ Ability to communicate a vision to others.</li> <li>➤ An ability to communicate on complex and difficult situations, requiring use of conflict management and influencing techniques.</li> </ul>
<b>General</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Adaptability, flexibility and ability to cope with uncertainty and change.</li> <li>➤ Willing and able to commit to attend all Trustee meetings as a minimum requirement.</li> <li>➤ A willingness to think independently and contribute in an open and clear way.</li> <li>➤ An acceptance of the responsibilities associated with being a Charity Trustee (including legal responsibilities and liabilities of Trusteeship under Charity Law).</li> <li>➤ Understanding of and commitment to equality of opportunity and good working relationships.</li> </ul>

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