



## ROLE DESCRIPTIONS FOR BOARD MEMBERS

<b>Appointment:</b>	Chairperson Vice Chairperson Secretary Treasurer Board Member
<b>Responsible to</b>	Guernsey Mind Chair and Board Members
<b>Time Commitment</b>	Regular Board Meetings Participation in committees Annual training and strategy days Hours are flexible but likely to average 5hrs pcm

### About Guernsey Mind

Guernsey Mind's vision is of a society that has a positive attitude towards mental wellbeing health and is supportive of improving mental wellbeing for all. We promote positive mental health across the Bailiwick providing innovative services and campaigning to raise awareness and enable access to a range of services for everyone who need them.

### Governance Structure

Formed in 1977 Guernsey Mind is an independent and registered Guernsey charity, working across the Bailiwick of Guernsey and is a member of the Mind Federation. The Board consists of Non-Executive and Executive Directors.

Board Members are elected by the Guernsey Mind Board. The maximum term of office is 9 years.

Board Members roles are voluntary and unpaid but approved out of pocket expenses will be reimbursed in line with our policies.

Board Members will need to undertake a Disclosure and Barring Service check at the relevant level.

### General Responsibilities (all Board Members)

- Determine the overall direction and development of the charity through good governance and clear strategic planning.

- Be an active member of the Board, providing organisational oversight and engaging in participative decision making to ensure Guernsey Mind exemplifies its mission, vision and values.
- Ensure the organisation complies with its Articles of Association, charity law, company law and other relevant legislation.
- Ensure that Guernsey Mind is well-managed, accountable, and strives to achieve good practice in all that it does.
- Monitor and evaluate the work of Guernsey Mind to ensure that it is in line with its charitable aims and purposes.
- Safeguard the good name and values of Guernsey Mind, promote a positive public profile, enhance its reputation, and represent it as required.
- Oversee the financial stability of Guernsey Mind and ensure that all financial controls and systems of risk management are robust.
- Monitor and assess the organisation's results in relation to the agreed strategy and budget and to agree alternative action to remedy shortfalls if required.
- Use personal skills, knowledge or experience to help the Board Members 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 Board Member has particular expertise.
- To appoint the Chief Executive and monitor their performance.
- To contribute the time necessary to attend Board meetings, strategy days and any training required in order to fulfil the requirements of the role.

In addition to the general responsibilities of a Board Member, the following roles will have the:

### **Chair and Vice Chair Responsibilities**

- Planning the annual cycle of Board meetings.
- Setting agendas for Board meetings.
- Chairing and facilitating Board meetings.
- Giving direction to Board policymaking.
- Monitoring those decisions taken at meetings are implemented.
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate.
- Ensuring that the responsibilities set out in General Responsibilities above are met.

### **Secretary Responsibilities**

- The role of the secretary is to support the chair by ensuring the smooth functioning of the Board. Tasks will include the following [either by carrying them out directly or delegating to a member of staff and ensuring that they have been carried out]:
- Preparing agendas in consultation with the chair and Chief Executive.
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs etc.).
- Checking that quorum is present [quorum is the agreed minimum for decision-making].

- Minuting the meetings and circulating the drafts to all Directors.
- Ensuring the minutes are signed by the chair once they have been approved.
- Checking that Directors and staff have carried out actions agreed at a previous meeting.
- Circulating agendas and minutes of board meetings.
- Sitting on appraisal, recruitment and disciplinary panels as required.
- Have a working knowledge of good governance standards for a charity and raise any issues that relate to governance.
- Organise and take part in annual strategy development days.

### **Treasurer Responsibilities**

- The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.
- The Treasurer oversees and presents budgets, accounts and financial statements. The Treasurer seeks to ensure that the financial resources of the organisation meet its present and future needs. Pursuing these aims will involve:
  - Ensuring that the charity has an appropriate reserves policy.
  - The preparation and presentation of financial reports to the Board.
  - Ensuring that appropriate accounting procedures and controls are in place.
  - Liaising with any paid staff and volunteers about financial matters.
  - Monthly oversight and approval of salaries for payment in liaison with the Chief Executive.
  - Advising on the financial implications of the organisation's strategic plans.
  - Ensuring that the charity has an appropriate investment policy.
  - Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
  - Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities.
  - Ensuring the organisation's compliance with financial legislation.
  - Ensuring the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies.
  - Prepare an annual budget on a three-year rolling basis in order to anticipate funding requirements.
  - If external scrutiny of accounts is required, ensuring that the accounts are scrutinized in the manner required and any recommendations are implemented.
  - Making a formal presentation of the accounts at the AGM and drawing attention to important points in a coherent and easily understandable way.

### **Skills and Experience (all Board Members)**

- Current knowledge, skills or experience at strategic level in one of the following areas:
  - Mental health services
  - Finance / accounting
  - Legal/ risk / governance
- A commitment to the mission, vision, and values of Guernsey Mind.

- Sound judgement, integrity, and strategic vision.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of directorship.
- Understanding of the principles of effective governance of organisations.
- Understanding of the voluntary sector.
- Ability to think creatively, a 'can do' attitude to problem solving and willingness to speak their mind.
- Ability to work effectively as a member of a team and to take decisions for the benefit of the Bailiwick.

### **Time Commitment**

The Board meets regularly. We expect Board Members to be able to attend most of our meetings.

Guernsey Mind Board of Directors also has three sub committees which meet regularly:

- Finance & Fundraising sub-committee
- Risk sub-committee
- Remuneration sub-committee.
- Nominations sub-committee

### **Training**

Board members will receive full induction, along with access to further training / learning.

### **Equal Opportunities**

We are committed to creating an inclusive environment where all people can contribute to reach their full potential, regardless of individual characteristics or circumstances. We welcome Board Member applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

### **Guernsey Mind – Our Values**

- Open - We reach out to anyone who needs us
- Together - We're stronger in partnerships
- Responsive - We listen, we act
- Independent - We speak out fearlessly
- Unstoppable - We never give up

**Reviewed and agreed – 14/07/2022**

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