

Role Description: CAPITAL Trustee



Introduction

Trustees should have a signed 'support plan' which will **include:**

- Preferred and appropriate communication mediums
- Training needs analysis
- Bespoke support plan to, access documents, rehearse contributions to board, review how well their doing
- Ask if all parties are happy with role of trustee, regularly

**Trustees must follow their Role & Responsibilities as in- CAPITAL Memorandum & Articles of Association
CAPITAL Trustees Code of Conduct
CAPITAL Policy for all elections and AGM**

Charity Commission - The Essential Trustee: What you need to know, what you need to do (CC3)

Charity Commission – Charity Trustee: What's involved (CC3a)

Charity Commission – The Essential Trustee: 6 main duties

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|  | <p>Ensure your charity is carrying out its purpose for the (members) and public benefit</p> <p><i>It's all about knowing...</i></p> <p>What the purpose of CAPITAL is. This is to make sure that CAPITAL stays on track.</p> <p>Documents to read:</p> <ul style="list-style-type: none"> • The Strategic Vision • The governing document |
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Acts in the charity's best interests

It's all about...

Acting in CAPITALs best interest by being confident or growing in confidence to:

- bring your 'lived experience' to support you to make decisions
- ask questions until you're sure you get the answers
- understand you have to agree to disagree
- check everyone has the best interest of CAPITAL in mind all the time

Documents to read:

- Communication Plan (internal)



Manage your charities resources responsibly

It's all about...

Looking at what the risks are at CAPITAL.

Money and resources are well looked after, making sure:

- health and safety matters are known about and followed by everyone
- all staff are valued and supported
- management is effective
- knowledge and experience of everyone in CAPITAL is valued to identify what works and what hurts inside CAPITAL and outside (especially in services)

Documents to read:

- CAPITAL Structure diagram
- Budgets and Accounts



Acts with reasonable care and skill

It's all about...

Being prepared:

- to ask for help when you need it to understand
- to use your lived experience of using services to give your opinion on what worked and what hurt...
- to be in touch with those who still use serves and be

aware of their opinions

The experience of using mental health service is one of the most important parts of your role. We can employ finance workers, architects, car mechanics. It's your experiences that count



Ensure your charity is accountable

It's all about...

Helping each other inside CAPITAL and outside:

- be clear about what you do know
- to each other and to others outside of CAPITAL
- to be heard.
- to be treated respectfully

Documents to read:

- The Business Plan

Essential Trustee Governance Jigsaw

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf

Qualities for a Trustee to have:

- A possession of the knowledge of all CAPITAL business, ethos, and mission statement etc.
- A responsibility to manage own personal development needs.
- A capability to read and understand documents.
- A capability to work with fellow trustees as a team
- A possession of good communication skills
- A capability to participate in Board meetings and AGM by;
 - Following the set agenda
 - Keeping to the relevant subject being discussed
 - Not interrupting and waiting their turn to speak
 - Speaking clearly and briefly
 - Keeping to the time allowed for breaks and the meeting
 - Having respect for other participants
 - Respecting different points of view and remaining polite/professional
- An understanding of and ability to use basic IT skills (e.g. emails system)

Overall Trustees must:

- Read, understand thoroughly and abide by all the above documents.
- Take appropriate responsibility for their position.

- Undertake activities that fall within the remit of a CAPITAL trustee
- Attend training and refresher courses provided by CAPITAL or as requested by the Chair from outside charity/voluntary organisations
- Research and receive specialist advice as and when necessary
- Support the Chair, Vice Chair and Treasurer who have taken on special roles on their behalf.
- Communicate all CAPITAL business and affairs at all times to the Chair who will liaise with the CEO or delegate.
- Uphold confidential handling of all confidential subjects until such time as they are no longer considered such
- Be available to CAPITAL members who approach trustees with any queries, concerns or feedback
- Attend 75% of Board meetings and the AGM

Trustees must not:

- Treat their position as purely honorary or use CAPITAL for their own interests
- Allow any personal affairs to become entangled in CAPITAL
- Undertake matters on their own without accountability.
- Communicate about any CAPITAL business or affairs with any member of staff, CAPITAL member or volunteer or engage with them on any such matters.
- Communicate any distressing, contentious or confidential material to any member of staff, CAPITAL member or volunteer for any reason
- Work on any trustee activities on their own beyond CAPITAL activities without the written consent of the Chair and CEO
- Express their own opinion and not the Board's collective opinion during any activities where the expectation is that they deliver the collective opinion of the Board
- Identify themselves on any media as a trustee and publish their private activities as an individual trustee. They may publish CAPITAL business with written consent of the Chair and CEO

If a trustee deliberately breaches any part of this Role Description and related documents as stated above, this will be taken very seriously and may result in their removal from the Board

On leaving the Board:

- If a trustee resigns they must inform the Chair 1 month in advance in writing, stating the reasons for resigning