



Board of Trustees



**Tameside, Oldham
& Glossop Mind
Trustee**

About the Organisation



Our Vision

“Enabling everyone in our communities to achieve better mental health”

Our Mission

“To continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well.”

We provide a wide range of services to our local communities. We provide support to individuals, groups, and families. We work with people of all ages and have a dedicated Youth in Mind team providing support to Children and Young people. We typically work with over 5,000 people per year and have consistently received feedback that over 70% of people felt their wellbeing had improved as a result of using our services.

Our Values

TOG Mind is passionate about mental health and believes that:

- Mental health is as important as physical health, and applies to everyone.
- People are experts on themselves and our role is to work holistically to help people to help themselves.
- As a charity TOG Mind occupies a special place in the landscape of mental health services. We can innovate, adapt and serve our communities in ways that others can not.
- Our appetite for continuous development and improvement enables us to affect positive change.

Tameside, Oldham & Glossop Mind Values:

Relationships

We listen and ask questions to understand others and to build trust.
People matter to us both inside and outside our organisation.

Potential

We encourage personal responsibility for development by discovering and realising the abilities and energies of people.

Aspiration

We support one another, clients, and communities to achieve better mental health.

Learning

We seek insight and grow from experience finding new or better ways to contribute to the field of mental health.



Trustee

Role Description

Commitment:

- ⇒ All Members agree to attend general meetings and take an interest in the operation and development of the Company and its business
- ⇒ Board members must be 16 years of age or older
- ⇒ Members need to be committed to read through board papers (send at least a week before the meeting) and able to attend hybrid meetings on the first Monday of every month.
- ⇒ Able to attend a number of face-to-face workshops including a board members away day.
- ⇒ Must undertake a DBS check (paid for by the organisation)
- ⇒ Must not be bankrupt

Overview of Role:

With other trustees to hold the charity “in trust” for current and future beneficiaries by:

- ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- being responsible for the performance of the charity and for its “corporate” behaviour.
- ensuring that the charity complies with all legal and regulatory requirements.
- acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- ensuring that the charity’s governance is of the highest possible standard.



Summary of Role

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- To work in partnership with other trustees, the chief executive and other senior staff to ensure that
 - the charity has a clear vision, mission and strategic plan that have been agreed by the board (comprising the executive committee of trustees and the CEO in their role as Company Secretary), and that there is a common understanding of these by trustees and staff.
 - board policies support the vision, mission and strategic priorities.
- Being responsible, with the other trustees, for the performance of the charity and for its “corporate” behaviour.
- To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports on the performance of the charity.
- To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity.
- To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the board.
- To appoint the chief executive, to set his/her terms and conditions and to ensure that the chief executive and the charity invest in the chief executive’s ongoing professional development.
- To receive regular reports from the chief executive on progress towards agreed strategic priorities.
- To hold the chief executive to account for the management and administration of the charity.
- To ensure that the chief executive develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- Ensuring that the charity complies with all legal and regulatory requirements.
- Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- To exercise effective overall control of the charity’s financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
- Ensuring that the charity’s governance is of the highest possible standard.
- To elect from its number a vice-chair, who will provide direct support to the chair, deputise for them in their absence and discuss with them all information that they are privy to including information relating to the management, supervision and appraisal of the chief executive. The vice-chair will work in partnership with the chair to ensure that all their leadership roles are properly undertaken.

Role Requirements

E = Essential and must be able to demonstrate these points in order to be shortlisted

Attitudes and Values

A commitment to providing effective high-quality services (E)

A willingness to embrace change and the unknown (E)

A desire to develop our Data and compliance services and take on new challenges (E)

A willingness to develop and maintain positive working relationships across partnership agencies (E)

A commitment to provision by encouraging personal responsibility for development by discovering and realising the abilities and energies of people (E)

Experience and abilities

Trustees come from a range of backgrounds and together provide a breadth of expertise and comprehensive knowledge in all areas of our activities.

The executive committee meet each month, usually on the first Monday at 6.30 pm. You would be expected to attend each of these meetings.

Trustees each have individual, legal responsibility for ensuring that all activities of the organization are in line with its articles, aims and objectives.

Between meetings there are always issues to be addressed but expectations are less onerous.

There is a clear demarcation of responsibilities between the Trustees and the senior management team. Trustees do not normally become involved in the day-to-day management of the organization, devolving this to our excellent staff teams.

TOG Mind Trustee Support

- ⇒ Welcome meeting with Chair and ongoing support
- ⇒ Full induction meeting with the CEO
- ⇒ Training and professional development opportunities
- ⇒ Reasonable expenses covered
- ⇒ Health and safety environment
- ⇒ Using your skills, abilities and humanness to make a difference to peoples lives
- ⇒ Annual board development day and board lunch



**Work for an
Award Winning
Organisation**



**Training & Professional
Development
Opportunities**



**Disability
Confident
Employer**

Tameside, Oldham & Glossop Mind is committed to the equality, diversity and inclusion of all our candidates and staff, and we are committed to creating a workforce which represents the communities we serve.

Please contact Recruitment@togmind.org if you wish to discuss any additional needs or reasonable adjustments which may support your success at interview.

Recruitment



Tameside, Oldham and Glossop Mind seeks to ensure diversity in its board of trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply. The organisation proactively seeks people with lived experience of mental health. However, at the point of selection the board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

People enquiring to become trustees will be sent appropriate documentation about the charity, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.

Interview, Selection & Appointment

Applicants who appear suitable will be invited to attend an interview with the Chair and one other trustee and efforts will be made to answer any questions that they may have. In the event of there being a large number of applicants those most closely matching the skills required will be approached at this stage in preference to less suitable applicants however, consideration will be given to appointing more than one suitable applicant.

The applicant will be asked to declare any conflicts of interest and will be required to provide two references which will be taken up prior to the next board meeting. The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993.

Applicants who appear suitable will be invited to attend a trustee meeting as an observer and will receive further information regarding the role of being a trustee. As a minimum, and if not sent earlier in the process, applicants will be provided with:- a copy of the latest accounts of the charity; Charity Commission Publication CC3- 'Responsibilities of Charity Trustees'; a copy of the charity's governing document; a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary); a trustee 'role description'; relevant policies including those regarding equal opportunities and conflicts of interest; a copy of this policy.

If the applicant is successful in this selection process and wishes to proceed with their appointment they will be co-opted into the role. The Chair, Vice-Chair, Treasurer and all Trustees are re-appointed on an annual basis at the organisation's AGM.

For more information or to apply for the role, please contact our [Chair](#) or [Chief Executive](#).

More about TOG Mind

For more information on our Services, please visit our website:

[Our services | Tameside Oldham and Glossop Mind \(togmind.org\)](http://tameside-oldham-and-glossop-mind.org)

For the most up to date information, please follow us on our social media:

Facebook—TOG Mind: facebook.com/TamesideOldhamGlossopMind

Facebook—Youth in Mind: facebook.com/YiMind

Twitter: twitter.com/TOGMind

Instagram—TOG Mind: instagram.com/tog_mind/

Instagram—Youth in Mind: instagram.com/youth_in_mind_/

LinkedIn: <https://www.linkedin.com/in/tameside-oldham-and-glossop-mind-91b4a766/>

Also please consider signing up to our weekly E-Update here:

<https://www.togmind.org/e-update>



Ashton Wellbeing Centre

216-218 Katherine Street,
Ashton-under-Lyne,
OL6 7AS.



Oldham Wellbeing Centre

19-25 Union Street,
Oldham,
OL1 1HA.




Call: 0161 330 9223

Email: office@togmind.org





**We look forward to
hearing from you!**

 **Mind** Tameside, Oldham and Glossop