

Newport Mind Board of Directors

Role Expectations - Director

Purpose of role

The Board of Directors has overall responsibility for the strategic leadership, governance and appropriate management control of Newport Mind. It has three primary functions:

1. To ensure the organisation stays focused on its mission and strategy;
2. To make policy decisions; and
3. To provide support and constructive challenge to the management team, in particular the Chief Executive Officer.

Specific responsibilities can be delegated to sub-committees under clearly defined terms of reference.

Day to day leadership and management of Newport Mind is delegated by the Board to the Chief Executive Officer and Senior Management Team.

The statutory duties of a Director

All Directors are required to comply with the following statutory duties:

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objects as defined in its governing document
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
4. To contribute actively to the board of Directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation

8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
9. To appoint the Chief Executive Officer and monitor his/her performance.

Other duties

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on recruitment and disciplinary and grievance panels as appropriate
- Other issues in which the Director has special expertise

Person specification

Qualities

To carry out the above duties, the following qualities are required of all Directors.

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Knowledge and Experience

The full board will need to include skills and experience in the following areas. It is therefore expected that each board member will have experience in at least 1 of these areas.

- Mental Health – medical model
- Mental Health – social model
- Regulatory Frameworks
- Supporting People Frameworks
- Public Sector Finance/Funding
- Financial Planning and Management Audit
- Strategic Planning
- Independent Sector Business Development

- Health and/or Social Services Commissioning
- Strategic Human Resources Management
- Welsh Politics
- Welsh Language
- Policy and Lobbying
- PR and Media
- Legal including Company Law
- Private Sector Business
- Social Enterprise/Business
- Service User participation and involvement
- All Wales networking

Commitment Required

In order to fulfil the requirements of the role, Directors should endeavour to attend all Board meetings. Papers are sent out in advance of the meetings and Board members will be expected to have scrutinised the papers and to contribute to discussion and questioning.

As well as the main Board meetings there are various sub-committees. Currently there are 3 sub-committees (as above). Our intention is to create a Human Resource (HR) Sub-committee in the near future and to review any additional requirements in line with the development of the organisation. It is expected that Board members will also be a member of one or more sub-committee dependant on particular skills and interests.

Additionally there may be areas of work of the organisation that Directors will be involved with, for example:

- Policy forums
- Staff consultation events
- HR processes – eg. recruitment, disciplinary and grievance processes
- Publicity events