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**Tower Hamlets, Newham and Redbridge community leaders. We are recruiting a Chair.**

We are seeking to appoint a Chair for our Board of Trustees following the resignation of our current Chair.

We currently work across three diverse boroughs – Tower Hamlets, Newham, and Redbridge - and are working collaboratively with our neighbouring Mind Associations in Hackney and Havering. This is a truly exciting time for both the Board and the organisation.

The skills and qualities that we are looking for include:

* Strategic leadership skills for both the Board and the organisation
* A commitment to improving the range and quality of mental health services to those who need them in the areas that we operate and to raise mental health awareness
* Commitment to the organisation and the ability to give the necessary time and effort to carry out the role
* Commitment to Nolan’s seven principles of public life

**The Board of Trustees**

The current Board are a passionate and collaborative group of individuals with a diverse range of personal and professional background and experience. The Board have ultimate responsibility for safeguarding the sustainability of Mind in Tower Hamlets and Newham and ensuring it achieves its strategic aims. This is done by providing oversight, governance and direction to the charity’s leadership team, the Board are not normally involved in the operational management of the organisation.

Our trustees make a real difference to the wellbeing of the communities in Tower Hamlets, Newham and other surrounding boroughs, it’s also a fantastic opportunity to hone your leadership skills and learn about the challenges and opportunities charities are facing today.

We welcome applications from all sections of the community, local residents and people with lived experience of mental health. Previous experience of the charity sector and or being a trustee is desirable.

If you are interested in finding out more about this opportunity, apply [using this pack](https://view.pagetiger.com/Trustee-information/Trusteer-information).

For more information about who you’d be working with, [meet the team](http://www.mithn.org.uk/meet-the-team.html).

**Chairperson Role Description**

We are seeking a passionate, creative and strategic leader to chair the Board of Trustees of Mind in Tower Hamlets and Newham. We are going through an exciting period of growth, as we seek to increase the range and quality of mental health services available to those who need them, across our area of benefit.

The Board of Trustees of Mind in Tower Hamlets and Newham have ultimate responsibility for directing the affairs of the organisation, ensuring that it is solvent, well run and delivers the outcomes for which it was set up. They also have responsibility for safeguarding the sustainability of Mind in Tower Hamlets and Newham and ensuring it achieves its strategic aims. The Board provide strategic direction and effective risk management but are not normally involved in the operational management of the organisation.

The Board meet approximately 4 times per year, in the evenings, with each meeting lasting for 2-3 hours. The expected time commitment from the chair will range from 8 – 11 hours per month. This includes attending the Sub-Committees and support and supervision of the CEO.

The Board is supported by two Sub-Committees: Finance and HR & Governance. The Chair is expected to be part of the Finance Sub-Committee.

Our new chair will knit together the range of experience, skills and perspectives from across the Board (including those we welcome as new trustees) to set the strategic direction of the charity and will support and guide the Chief Executive and senior leadership team.  
The Chair will:  
  
**General responsibilities**

* Ensure that Mind in Tower Hamlets and Newham complies with its Constitution and Memorandum of Association, charity law, company law and any other relevant legislation or regulations
* Ensure that Mind in Tower Hamlets and Newham pursues its objects as defined in its Constitution and applies its resources exclusively in pursuance of its objects
* Lead the Board in giving clear strategic direction to Mind in Tower Hamlets and Newham, setting overall policy, defining strategic direction and risk management
* Lead the development of the Board, such that the views and skills of trustees are deployed to best effect, and that the Board reflects the diversity of the communities we serve
* Safeguard the good name and values of Mind in Tower Hamlets and Newham
* Ensure the effective and efficient administration of Mind in Tower Hamlets and Newham
* Proactively work with the CEO and foster an open, positive, supportive relationship with them
* Ensure the financial stability of Mind in Tower Hamlets and Newham
* Protect and manage the property of Mind in Tower Hamlets and Newham and to ensure the proper investment of its funds
* Appoint the Chief Executive Officer and monitor his or her performance via supervision and annual appraisal
* In addition to the above statutory duties, each trustee should use the specific skills, knowledge or experience they have to help the board of Board reach sound decisions. This will involve:  
  + Scrutinising Board papers
  + Leading discussions
  + Focusing on key issues
  + Providing guidance on new initiatives
  + Other issues in which the Board has special expertise

**Additional duties of the chair**

* With the CEO, set agendas for Board meetings
* Chair and facilitate Board meetings
* Monitoring that decisions taken at meetings are implemented
* Represent Mind in Tower Hamlets and Newham externally
* Act as a spokesperson for Mind in Tower Hamlets and Newham, as appropriate, including in building relationships with neighbouring local Mind associations and with national Mind
* Bring impartiality and objectivity to decision-making
* Liaise with the CEO to keep an overview of Mind in Tower Hamlets and Newham affairs and provide appropriate support
* Lead the process of appraising the performance of the CEO
* Sitting on appointment and disciplinary panels, as required
* Liaise with the CEO and trustees to develop the Board and proactively support Board cohesion and success
* Facilitate change and address conflict within the Board, within Mind in Tower Hamlets and Newham, or with our partners, liaising with the CEO to achieve this
* Part of the Board’s obligation is to attend the Board meetings and be on time, with those unable to attend giving their apologies. The Constitution states that any Board member can be disqualified from the committee if they are absent from three successive meetings of the Board during a continuous period of twelve months without reasonable cause

**Chairperson specification**

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|  | **Person Specification** |  |
|  | To have a commitment to Mind in Tower Hamlets and Newham, to improving mental health services, and to raising the awareness of mental health | **E** |
|  | To be able to make the commitment of the necessary time and effort to carry out the role | **E** |
|  | To have an understanding and acceptance of the legal duties, responsibilities and liabilities of the Board and or be prepared to access information and training | **E** |
|  | To be committed to the Nolan’s seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership | **E** |
|  | To be able to operate strategically and to work effectively with the Board and staff team to develop the strategic vision for the organisation | **E** |
|  | To have the ability to consider issues and to have independent judgement and a willingness to speak your mind with tact and diplomacy | **E** |
|  | To be able to think creatively so that the organisation is responsive, creative and innovative in their approach | **E** |
|  | The ability to work effectively as a member of a team | **E** |
|  | To have leadership skills for both leadership of the Board and the organisation | **E** |
|  | To have experience of committee/board work | **E** |
|  | To have excellent communication and interpersonal skills | **E** |
|  | The ability to show impartiality, fairness and the ability to respect confidences | **E** |
|  | To have knowledge of the wider voluntary sector, the NHS, local government, and other networks | **D** |