

TRUSTEE ROLE DESCRIPTION

The Statutory Duties of the Trustee

Trustees have certain statutory duties. They are:

- ◆ To ensure that Mind in Ealing and Hounslow complies with its two governing documents - the Articles of Association of Mind in Ealing and Hounslow and the Memorandum of Association of Mind in Ealing and Hounslow.
- ◆ To ensure that the organisation pursues its objectives as defined in its governing documents.
- ◆ To ensure that the organisation uses its resources exclusively in pursuance of its objectives. Mind is a charity and therefore must not spend money on activities which are not included in its own objectives no matter how worthwhile or charitable these activities are.
- ◆ To safeguard the good name and values of the organisation.
- ◆ To ensure the effective and efficient administration of the organisation.
- ◆ To protect the property of the organisation and to ensure the proper investment of the organisation's funds.

Other Duties

In addition to the statutory duties outlined above, it is hoped that each Trustee will use any specific knowledge, skills or experience they have to help the Board and its Committees reach sound and equitable decisions.

- ◆ Trustees are expected to attend as many meetings of the Board as possible. These take place every two months on Tuesday evenings.
- ◆ To allow all Trustees to initiate and contribute to Board discussions, confidentiality is paramount and must be observed at all times.
- ◆ Trustees are expected if possible to attend the Annual General Meeting.
- ◆ All Trustees must be aware of and accept the responsibilities as a Charitable Trustee and Director of a Charitable Company. They must, for instance, declare any impediment or interest relevant to the role of Trustee.
- ◆ Finally, all Trustees must ensure that the organisation operates within National Mind expectations and rules.