

## Duties & Responsibilities

The board of trustees shares collective responsibility for the organisation's strategy. They maintain oversight for all its activities, ensuring that the BTC remains true to its purpose, its mission and that it continuously strives to achieve the goals for which it was set-up. These duties include:

- To ensure that the organisation complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To contribute actively to the board of trustees in giving clear strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To assess and manage risks arising from the charity's existence and its work.
- To ensure that the charity has the organisation and resources needed to function effectively.
- To recruit and appoint the charity's executives and monitor their performance.
- To safeguard the good name and values of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper management of the charity's funds.

Each trustee is expected to use any specific skill, knowledge or experience they have to help the charity achieve its goals. This will involve:

- Attending at least four Board meetings per year, including one extended strategy meeting.
- Scrutinising board papers.
- Leading discussions.
- Guiding and supporting executive and staff employees.
- Acting as an ambassador for the charity in the community and with practitioners.
- Providing leadership and guidance on new initiatives.
- Contributing on other issues in which the trustee has special expertise.

## Time Commitment

- The Trustee Board, together with the CEO and Operating Officer, currently meets 4 times a year normally for about 2 hours. One of these will be an extended meeting (usually in May) to review and consider direction and strategy. Meetings usually take place quarterly on Wednesday afternoon, 3-5pm.
- Trustees with social welfare/mental health expertise will join the Clinical Governance Group which currently meets 8 times a year on Wednesday, 4-5pm.
- Trustees with financial and business expertise will join the Finance and Risk Governance Group which currently meets at least twice a year on Wednesday, 4-6pm.

### Trustee Person Specification

The Trustee may come from a wide variety of professional backgrounds. At this time, BTC is particularly seeking applications from those with extensive experience in psychotherapy practice for the role of Chair of the Clinical Governance Group and/or those with experience in the management of not-for-profit organisations.

Skills, abilities and values	Essential	Desirable
Ability to contribute towards BTC's strategic planning and development in line with its charitable aims.	✓	
Effective communication skills and willingness to participate actively in discussion.	✓	
Numeracy to the extent required to understand BTC's accounts with the support of the Treasurer .	✓	
Knowledge of and ability to use standard IT applications including Microsoft Office.	✓	
Ability to work effectively as a member of a team.	✓	
Ability to think creatively and strategically, and to exercise good, independent judgement.	✓	
Ability to build good and effective working relationships with stakeholders at all levels.	✓	
Personal connections to or experience of mental health services and support.		✓
Interest in and understanding of mental health issues, challenges, policy and practice.		✓
Experience in the not-for-profit sector.		✓
Commitment to BTC's charitable aims and values, including equality, diversity and anti-discriminatory practice.	✓	