



# Could you be a Trustee? Could you be our Board Secretary?

## We are seeking new Trustees

**Do you have a passion to make a difference in the local community using your expertise and experience?** Could you assist Mind in Harrow to achieve our ambitious goals to help more people with mental health needs?

Mind in Harrow is seeking a Trustee to be our Board Secretary for election at our Annual General Meeting on **4 December 2018**.

## About the Trustee role

Trustees have an important and interesting role within charities to ensure that the organisation is well run and fulfils all its current and future commitments to its beneficiaries. We provide a full induction into the role. Mind in Harrow's trustees meet 8 times per year on Monday evenings. As we are a company limited by guarantee, trustees are also directors. Mind in Harrow offices are easy to access as located close to the Metropolitan line Harrow-on-the-Hill tube station.

## About Mind in Harrow

***We won't give up until everyone experiencing a mental health problem gets both support and respect.*** [www.mindinharrow.org.uk/](http://www.mindinharrow.org.uk/)

Mind in Harrow is a dynamic and creative independent local mental health charitable company affiliated to national Mind. We currently employ a team of 30 full and part-time staff and over 100 volunteers supporting 2,500 users per annum. We have a mix of funding sources totalling £1m: NHS, local authority grants and contracts, personal budget purchases, grants from Lottery and charitable trusts, charity shop and community fundraising. We have achieved the top level 3 award for the Mind Quality Mark, our national quality assurance audit.

## How to apply

If you are interested in this opportunity to become a Trustee with Mind in Harrow, please contact the Chief Executive, Mark Gillham, T: 020 8515 7866 or [m.gillham@mindinharrow.org.uk](mailto:m.gillham@mindinharrow.org.uk).

You can also download an application form and Trustee Role Description can from [www.mindinharrow.org.uk/volunteering-opportunities.asp](http://www.mindinharrow.org.uk/volunteering-opportunities.asp)

We are seeking applications by the end of September 2018.

## Board Secretary Role Description

### Overall Purpose

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

### Main Responsibilities

- Plan and prepare the committee meetings and the AGM with others as appropriate.
  - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
  - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.

### Qualities

- To be organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.

## Our Strategy 2014-20

Mind in Harrow has ambitious plans for our future. We are seeking Trustees who can help us achieve them! We aim to reach more young adults 18-20 years old, offer more timely support to people in crisis and early help to prevent people from needing long-term mental health services. We want to tackle the multi-discrimination and stigma which people can experience in their daily lives. We plan to diversify our income sources further by opening more charity shops, moving into managing rental property and developing a commercial training service.

## Recent Successes

Some recent achievements of Mind in Harrow include:

- We have achieved the Mind Quality Mark in 2018, with the assessor's report commenting "there is clear evidence of a well structured, well run organisation [...] Trustees provide good leadership in ensuring that the organisation works to and is monitored against its strategy", and observing a "commitment to ensuring that services are relevant to the local community" and a "willingness to use its connection with the local community to raise service users' voices in decision making".
- We lead a partnership consortium of 5 local charities to offer the Support & Wellbeing Information Service for Harrow (SWiSH) to help over 20,000 residents, commissioned by Harrow Council.
- We deliver a national NHS Talking Therapies Service locally offering guided self-help to over 1,500 residents per year experiencing anxiety and depression.
- We are cited as a best practice case study in Department of Health guidance for NHS commissioners about improving access for migrant communities to mental health services and in an Arbitration and Conciliation Advisory Service (ACAS) report about workplace mental health.
- Mind in Harrow was selected by Kensington Palace via national Mind for a visit by the Duke and Duchess of Cambridge to celebrate World Mental Health Day on 10 October 2015, because of our work with young people to promote mental wellbeing. Pictures of the visit below.

