



**TRUSTEE  
INFORMATION PACK**



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## INTRODUCTION

It is now imperative for the Trust to appoint more Trustees for the organisation to provide a robust infrastructure to lead the organisation as it grows and diversifies its business.

The following information has been designed to support these requirements, and provide information on the role of Trustee. It focuses upon the key roles and responsibilities Trustees need to undertake, as well the personal competencies required.



## MISSION STATEMENT

Mayday Trust is committed to enabling vulnerable adults to maximise their potential for independence.

## VALUES

### THE TRUST IS COMMITTED TO:

<b>Client Focus</b>	Providing services which are sensitive and responsive to clients' needs
<b>Equality</b>	Challenging inequality and respects diversity
<b>Quality</b>	In all aspects of our activity
<b>Empowerment</b>	Maximising the potential of clients and employees
<b>Partnership</b>	Working with statutory and other agencies to meet the needs of vulnerable adults.
<b>Progressive Employment</b>	Developing a skilled and motivated workforce
<b>Efficiency</b>	Making the best use of financial resources to provide efficient and cost effective services

## ROLE OVERVIEW

<p><b>Purpose of the Board of Trustees</b></p>	<p>The purpose of the Board is to govern the work of the organisation by setting strategic direction and ensuring that Mayday's efforts and resources are aligned with this. To put it concisely, the Board exists to plan, to align, to monitor, to evaluate and to plan again.</p>
<p><b>Performance</b></p>	<p>Trustees should monitor and evaluate the performance of the management in achieving agreed targets and objectives</p>
<p><b>Risk</b></p>	<p>The Board of Trustees has ultimate responsibility for the financial management of the organisation. As such, Trustees must satisfy themselves that financial reporting is accurate and that internal systems of control are robust and fit for purpose.</p>
<p><b>People</b></p>	<p>The Board has ultimate responsibility for ensuring that Mayday Trust's paid employees are managed in a fair and equitable manner and, that all employees are able to make the maximum contribution possible to the achievement of Mayday's strategic aims</p>
<p><b>Accountability</b></p>	<p>Trustees have a legal duty to make decisions in the best interests of the organisation. All Trustees are expected to use their experience and skills to ensure that the Board makes informed decisions. In doing this the Board needs to ensure that the clients and stakeholders are engaged in the decision making process through Mayday's wider governance structures.</p>
<p><b>Reward</b></p>	<p>Travelling and other reasonable expenses incurred on Trust business are reimbursed in line with company policy.          On joining, an induction programme will be agreed and additional training is also offered as appropriate.          Mayday believes the experience of being a Trustee is a worthwhile and rewarding one and a chance for committed people to 'put something back' into the community.</p>

## ROLE DESCRIPTION - TRUSTEE

**Responsible to:**

The Chair of the Mayday Board of Trustees

**Responsible for:**

Acting in the capacity of a Director under the Companies Act, and contributing to the strategic aims of Mayday. This is to ensure the necessary resources (human, financial, etc) are in place for the organisation to achieve its objectives, and ensuring robust systems of internal control and Performance Management are in place.

The Board of Trustees manage and work in partnership with the Chief Executive.

**Main Objectives:**

To work with other Trustees to ensure that the Board operates effectively and provides clear strategic direction for Mayday.

**Roles and Responsibilities**

1. To develop and maintain a knowledge and understanding of Mayday Trust's responsibilities
2. To participate in shaping Mayday's long term mission, developing its corporate plan and agreeing its annual business plan.
3. To ensure that all decisions taken by the Board are compatible with the vision, values and business plan, and that effort and resources are directed accordingly.
4. To ensure that the Board's actions and decisions comply with current legislation and the relevant policies and procedures of the organisation, as well as developing and promoting a corporate vision for the organisation.
5. To monitor and review the performance of Mayday to ensure compliance with constitutional, statutory, regulatory and contractual guidelines, and to ensure that a sound financial position is maintained.
6. To request, receive, read and consider reports prepared by officers and question these where necessary to ensure that decisions are well founded.
7. To attend Board meetings, committee's and working groups and to fully engage and participate in Board discussions and decision-making.
8. To offer expert advice and mutual support to other Board members.
9. To participate in training as agreed by the Board
10. To take collective responsibility for decisions of the Board
11. To declare any relevant professional or personal interest in any matters being discussed by the Board.
12. To respect the confidentiality of information, where its release would compromise the interests of Mayday, its employees and clients.

## JOB REQUIREMENTS

<b>Board Meetings</b>	Board Members are required to attend all scheduled Board Meetings, usually quarterly.
<b>Support</b>	Trustees will be required to support the objectives and policies agreed by the Board, and to contribute to and share responsibility for the decisions of the Board.
<b>Code of Good Governance and Board Ground Rules</b>	Trustees will be expected to abide by Mayday's Code of Good Governance and Board ground rules and to maintain high standards of probity. They must also present a positive image of the Trust at external events.
<b>Training</b>	Trustees are encouraged to identify personal training and development needs, and seek opportunities for development, attending training events as required.
<b>Committee Meetings and Working Groups</b>	There will be various committees of the Board from time to time as well as periodic working groups.
<b>Preparation Time</b>	Trustees will be required to allocate time for reading reports and preparing for Board meetings.
<b>Other Attendance</b>	Attendance at other associated meetings and events, in order to increase knowledge base, to access/share good practice with Mayday or to represent the Trust.

## PERSON SPECIFICATION FOR TRUSTEES

<b>Skills and Experience</b>	Knowledge and experience in at least one of the following: business planning, business development, strategic decision making, supported housing, human resources, commerce or business, diversity and equal opportunities, marketing and communications, legal or corporate governance or information technology.
	An ability to take a strategic view of Mayday whilst fully understanding operational services.
	An ability to bring a perspective which enhances the skills and experience brought by the remaining Trustees.
	Previous experience of working as part of a decision making group, either on a Board/Committee or in a business or voluntary environment.
	An understanding of Equality and Diversity issues, confidentiality and issues involving conflict of interest.
	Local knowledge of the areas that Mayday has a presence in would be helpful, but not essential.
<b>Community Development</b>	A demonstrable commitment to the provision of excellent quality social housing and mixed, balanced, sustainable communities.
	An understanding of the issues faced by the local community in relation to housing needs.
	A commitment to Mayday's approach to equality and diversity through its service delivery and employment.
<b>Personal Qualities</b>	Good interpersonal and communication skills.
	Good negotiating and collaborative skills, particularly to develop and maintain effective partnership working.
	An ability to work constructively and co-operatively with other Trustees.
	An ability and willingness to attend meetings of the Board and the ability to express views in a formal Board/committee meeting environment.
	A commitment to Mayday's corporate aims and code of good governance.
	A commitment to attend development and training events to better meet the demands placed upon Trustees.



## THE SELECTION PROCESS FOR INDEPENDENT TRUSTEES

Independent Trustees are recruited for their experience and expertise across a variety of fields. They will bring a range of professional expertise to the Board which complement existing skills and provide support to the other members. They will also be able to challenge others on a professional basis.

Following the sifting and short listing of applicants, an initial first interview will take place with Mayday's Chief Executive and a Board representative.

The process of short listing will be based on the skills, experience and personal qualities identified in the person specification. All candidates will be assessed on this criteria.

The initial interview panel will recommend those candidates who are deemed potentially successful for a second interview stage which will include an informal process of meeting the other Trustees of Mayday.

Potential Trustees will be asked to visit one of Mayday's properties or housing schemes to gain a greater understanding of the work the Trust undertakes.

Following this event, offers will be made to the chosen candidates.



## MORE ABOUT MAYDAY TRUST

<b>Established:</b>	November 1979
<b>Number of staff:</b>	70+
<b>Turnover (07/08):</b>	£2.8 million
<b>Adult Client base:</b>	over 300
<b>Bed spaces:</b>	Over 200 in Warwickshire, Northamptonshire and Bedfordshire



Mayday Trust is a charity and a company limited by guarantee, registered in England and Wales.

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Company Registration Number: 2911222

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