



## Trustee Recruitment Pack

## A welcome from the Chair

Thank you for your interest in becoming a Trustee for **mirus**. We hope this Trustee pack is helpful and informative.

The Board of Trustees, of which you will be a member, is a highly committed and conscientious team who are dedicated in ensuring the best for **mirus**, the people we support and its staff and volunteers. Our long standing reputation of providing creative support is achieved by always putting the person at the centre and heart of what we do. We continually look for resourceful ways to support people in achieving what matters to them and have set ourselves ambitious plans for the future.

You will see from the information provided and from our website, **mirus** is a vibrant, energetic, well respected and successful organisation, providing care and support to a variety of vulnerable people. Our valued work extends across eight local authorities in the Mid, West, and South of Wales and whilst the mainstay of this rests heavily in supported living we have seen growth and change in delivering to a more sustainable model.

You will be coming to **mirus** at an exciting time of change. Despite being a very challenging time we have responded positively and creatively to an ever changing landscape by: supporting more complex needs; providing transitional services for young people to adulthood; reinventing alternative respite options; expanding our volunteer provision and providing targeted support for people living on their own.

In 2017 we developed our strategic plan and priorities to ensure that we maximise our impact for people we support. This requires us to grow sustainable income and find creative solutions to strategic income generation. We would welcome you to our Board to help us achieve this. Our Board is a collegiate one, whilst driving good governance and ensuring strong accountability, we work together as a Board and with the management team, to achieve the very best for everyone. We are particularly looking for trustees with knowledge of the social care sector with a - creative, imaginative and free thinking flare – to support (and challenge) the Board and management team in developing inspiring plans for the longer term. If you have some of the skills and experience we are looking for, and have the commitment to the charity's vision and values, I would very much like to hear from you.

Ellis Williams  
Chairperson

## About mirus

Working with inspirational people our vision is to be at the forefront of individualised, quality, affordable services.

	
<p><b>Our Vision: To be at the forefront of individualised, quality, affordable services.</b></p>	
<p><b>Our Purpose: To enable people to live fulfilled, valued lives.</b></p>	
<p><b>We will achieve our vision by:</b></p> <ul style="list-style-type: none"> <li>☞ Empowering people to live with self-belief and confidence.</li> <li>☞ Enabling people to make choices and achieve their goals.</li> <li>☞ Retaining our reputation as experts in the field.</li> <li>☞ Sharing best practice but striving to be better.</li> <li>☞ Recognising and valuing the talent of our staff.</li> <li>☞ Being seen and heard like never before.</li> <li>☞ Developing new ideas to enrich people's lives.</li> <li>☞ Being the provider of choice.</li> </ul>	<p><b>We deliver this by:</b></p> <ul style="list-style-type: none"> <li>☞ Putting the person at the centre of everything that we do.</li> <li>☞ Actively listening and embracing individuality.</li> <li>☞ Including others that are most important to the people we support.</li> <li>☞ Enabling people to take control.</li> <li>☞ Embracing challenges and going the extra mile.</li> <li>☞ Finding solutions and turning <i>possibilities into realities</i>.</li> </ul>
<p><b>Our values and guiding beliefs are:</b></p>	
<p>People-centred</p>	<p>We believe the people we support should be:</p> <ul style="list-style-type: none"> <li>☞ in control and determine their lives</li> <li>☞ recognised for their ability and positive contributions</li> <li>☞ celebrated for their achievements</li> <li>☞ supported to exceed their goals.</li> </ul> <p>We believe our staff:</p> <ul style="list-style-type: none"> <li>☞ come with passion, energy and a great pride in their work</li> <li>☞ have the positive attitude and skills required to deliver an outstanding service</li> <li>☞ create a sense of self-belief and confidence which is vital for personal growth.</li> </ul>
<p>Responsible</p>	<p>We believe in being non-profit making.</p> <p>We believe in adding social and environmental value.</p> <p>We believe in connecting with communities.</p> <p>We believe in developing sustainable support models.</p>
<p>Innovative</p>	<p>We believe in pushing boundaries and championing creative solutions.</p> <p>We believe in looking forward, searching for the best and having the courage of our convictions.</p>
<p>Diverse</p>	<p>We believe there is strength in our diversity, in the services we offer, the people we support and the staff we employ.</p>
<p>Engaging</p>	<p>We believe we are individually strong but even stronger in partnership.</p>

## How We Work

The charity has a Trustee Board currently made up of up to 14 Trustees. The Board meets every three months (normally on a Thursday evening) to review the work of the charity, assure themselves that the charity is working towards its strategic objectives, both within the law and its own vision and mission, and supports and works as a “critical friend” to the management team. The Board also reviews major grant applications and priorities for funding. The Board sets the charity’s strategic direction and reviews its progress holding the management team to account for its delivery. The Board is supported by the work of two sub-committees – Quality & Governance Committee and Finance & Business Development Committee. These Committees are led by a Chair and have up to five Trustees on it. They concern themselves with good governance; quality audit processes and assurance for the Board. Their key role is to give assurance to the board that the control environment/measures are working appropriately and to review the charity’s annual audit and accounts process and to recommend it to the Board.

The Board is also supported in their work by the charity’s management team – Chief Executive, Director of Disability Services, Director of Human Resources and Director of Finance. As a Board, they act jointly, working as a team. They are committed to working to the Nolan Principles of public life and have their own code of conduct and responsibilities. The Board also has access to a range of professional advisors external to the charity.

**1. Time commitment** - Each Trustee needs to be able to commit sufficient time to the work. The time commitment will vary year on year, and whether the Trustee is on a sub-committee of the Board, but is normally between 4 – 8 days per year.

**2. Payments - mirus** Trustees are unpaid and are not entitled to receive any payment out of the charity’s funds, other than reasonable ‘out of pocket’ expenses.

**3. Appointment term** - A Trustee is appointed initially for a term of three years, which can be extended for a further four years. In very exceptional circumstances, a Trustee could be asked to stay on for some further time, beyond eight years. Trustees will have an annual appraisal with the Chairman to ensure that the charity is benefiting from what each Trustee can offer; to ensure positive and constructive working; and to ensure that development needs or opportunities are acted upon.

## Where you can help

As we move forward to establishing the charity with its new strategic direction, and to balance the skills on the Board already. We would be interested in hearing from anyone with an interest in social care and we would be particularly interested in someone who can help us shape our future to be an outcome focussed, citizen directed organisation.

In addition to these specific skills and background, on the next page is the Trustee role description.

## Trustee Role Description

<b>Principle Purpose of the Role</b> : Trustees have overall responsibility for:	
Meeting the charity's legal duties	Promoting good practice in all its activities
Ensuring that it is properly managed	Ensuring that activities are in line with core objectives and strategy
<b>Key Duties and Responsibilities</b> :	
<b>Good Governance</b>	<ul style="list-style-type: none"> <li>• To ensure that mirus complies with its governing document, organisation law, and any other relevant legislation or regulations.</li> <li>• To ensure that mirus pursues its objectives as defined in its governing document</li> <li>• To ensure mirus applies its resources exclusively in pursuance of its objectives, ie, the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are</li> </ul>
<b>Strategic Direction</b>	<ul style="list-style-type: none"> <li>• To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.</li> <li>• Each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure the financial stability of the organisation</li> <li>• To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds</li> <li>• To make sure the organisation is properly insured against all reasonable liabilities</li> </ul>
<b>Acting as an Ambassador</b>	<ul style="list-style-type: none"> <li>• To safeguard the good name and values of the organisation</li> <li>• To represent the company at functions and meetings as appropriate</li> <li>• To be an ambassador for mirus' work and engage with others through networking to highlight the needs of the sector, people supported and mirus' work.</li> <li>• To keep informed about the activities of the organisation and wider issues which affect its funding position</li> <li>• Ensure that mirus complies with fundraising law and standards</li> <li>• Ensure that the charity protects its reputation and its assets</li> </ul>
<b>Appointment Responsibilities</b>	<ul style="list-style-type: none"> <li>• To appoint and support the Chief Executive and monitor his or her performance</li> </ul>
<b>Other responsibilities</b>	<ul style="list-style-type: none"> <li>• To be collectively responsible for the actions of the organisation and other trustees</li> <li>• To attend meetings, and to read papers in advance of meetings</li> <li>• To attend sub-committee meetings as appropriate</li> <li>• To participate in other tasks as arise from time to time, such as interviewing new staff</li> <li>• To abide by the equal opportunities policy</li> <li>• To declare any conflict of interest while carrying out the duties of a trustee</li> <li>• To ensure the effective and efficient administration of the organisation</li> </ul>

## Person Specification

Each Trustee must demonstrate :

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- Willingness to speak their mind
- The ability to supportively challenge and hold the Chief Executive to account in a constructive way
- An ability to work effectively as a member of a team

General expertise and skills required from the Board of Trustees:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- Interest in health
- Legal matters
- Property
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing

Please note that the Board, in its entirety, looks to have the above skill base. It is not essential that you have all the skills above.

