



# BOARD MEMBER RECRUITMENT PACK



GET ON  
BOARD

# HELLO & WELCOME

## THANK YOU FOR YOUR INTEREST IN BECOMING A TRUSTEE FOR MIRUS

The Board of Trustees is a **highly committed and conscientious team** who are dedicated to ensuring the best for **mirus**, the people we support and our staff and volunteers.

Our 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 future plans.

**mirus** is a **vibrant, energetic, well respected and successful organisation**, providing support to a variety of people. Our valued work extends across eight local authorities in the Mid, West, and South of Wales.

We have developed our plan and priorities to ensure that we **maximise our impact for people we support** and find creative solutions to income generation. We want you to help us achieve this. We work together with the management team to achieve the very best for everyone.

We are looking for trustees with a **creative, imaginative and free thinking flair** to support (and challenge) the Board and management team in developing inspiring plans.

If you have the skills, passion, and commitment to the charity's vision and values we are looking for, we would love to hear from you.

**PAULINE YOUNG**  
**CHAIRPERSON**



# OUR VISION & PURPOSE

## OUR VISION

To be at the forefront of individualised, quality, affordable services.

## OUR PURPOSE

To enable people to live fulfilled, valued lives.

### WE ACHIEVE THIS BY:

- Empowering people to live with self-belief and confidence
- Enabling people to make choices and achieve their goals
- Retaining our reputation as experts in the field
- Sharing best practice but striving to be better
- Recognising and valuing the talent of our staff
- Being seen and heard like never before
- Developing new ideas to enrich people's lives
- Being the provider of choice

### WE DELIVER THIS BY:

- Putting the person at the centre of everything that we do
- Actively listening and embracing individuality
- Including others that are important to the people we support
- Enabling people to take control
- Embracing challenges and going the extra mile
- Finding solutions and turning possibilities into realities



# OUR VALUES

## THE HEART OF EVERYTHING



### WE ARE TOGETHER

We achieve success by working together and recognising everyone's strengths.

We create positive relationships that are supportive, inclusive and honest. We build a sense of team spirit and community.

We are individually strong but even Better Together.

### WE ARE RESPECTFUL

We are self-aware, open minded and value everyone's opinions.

We pride ourselves on building trust, ensuring privacy and confidentiality. We appreciate people as individuals, showing dignity and respect always considering their values and beliefs.

### WE ARE RESPONSIBLE

We take responsibility for ourselves and the world around us.

It's up to us. We make the best use of the resources available to maximise the impact of our activities. We lead by example, we are accountable, take ownership and have a can do attitude.

### WE ARE EMPOWERING

We encourage everyone to believe in themselves.

We do this by creative thinking, active listening and valuing each other's strengths. We encourage others to have a go and take positive risks. We learn from mistakes and celebrate achievements.

### WE ARE COURAGEOUS

We inspire people to be innovative, creative and open to ideas.

We are forward thinking and unafraid of change. Being positive, brave and continually learning we encourage confidence and self-belief in ourselves and others.

# HOW WE WORK

## MIRUS HAVE A TRUSTEE BOARD MADE UP OF UP TO 14 TRUSTEES

### THE BOARD MEETS EVERY THREE MONTHS TO:

- Review the work of **mirus**
- Check that **mirus** are working towards their objectives
- Check that **mirus** are operating within the law and their mission and values
- Act as a 'critical friend' to the management team
- Review major grant applications and funding
- Set the strategic direction and review progress with management

### THE BOARD IS SUPPORTED BY:

The **Quality & Governance Committee** and the **Finance & Business Development Committee** that are led by a chair and have up to five Trustees as members.

The sub committees:

- Look at governance and quality audit processes
- Assure the board that control measures are working
- Review the annual audit and accounts process
- Make recommendations to the Board

The Board is also supported by the **management team**:

- Chief Executive
- Director of Disability Services
- Director of Human Resources
- Director of Finance

The Board also has access to a **range of external professional advisors**.

# TERMS

## 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.

## PAYMENT

**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.

## 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.

# GET INVOLVED

## HELP MAKE POSSIBILITIES REALITIES

**If you are passionate about making a real difference to people's lives, then a position on our Board could be perfect for you.**

We're looking for people who would love the chance to **voice their opinion**, share their expertise and **make positive changes** to areas that interest them.

We're keen to speak to people who have an interest or **background in social care** and support, or **University students and graduates** who are looking for an opportunity to show commitment, gain confidence and skills, and be the voice of younger people.

You don't need to have all of the skills listed in the person specification - we try and make sure our Board overall has these skills.

## READY TO APPLY?

Please send your CV and covering letter outlining: **Your skills and experience, Why you're interested in being a mirus board member** to **alisonc@mirus-wales.org.uk**.

# PERSON SPECIFICATION

## TRUSTEES SHOULD 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

## EXPERTISE AND SKILLS REQUIRED FROM THE BOARD:

- 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



# ROLE DESCRIPTION

## PRINCIPLE PURPOSE OF THE ROLE:

- Meeting the charity's legal duties
- Ensuring that it's properly managed
- Promoting good practice in all activities
- Ensuring that activities are inline with objectives

## KEY DUTIES AND RESPONSIBILITIES:

### GOOD GOVERNANCE

- To ensure that mirus complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that mirus pursues its objectives as defined in its governing document
- 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

### STRATEGIC DIRECTION

- 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.
- 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.

## FINANCIAL RESPONSIBILITIES

- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To make sure the organisation is properly insured against all reasonable liabilities

## ACTING AS AN AMBASSADOR

- To safeguard the good name and values of the organisation
- To represent the company at functions and meetings as appropriate
- 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.
- To keep informed about the activities of the organisation and wider issues which affect its funding position
- Ensure that mirus complies with fundraising law and standards
- Ensure that the charity protects its reputation and its assets

## APPOINTMENT RESPONSIBILITIES

- To appoint and support the Chief Executive and monitor his or her performance

## OTHER RESPONSIBILITIES

- To be collectively responsible for the actions of the organisation and other trustees
- To attend meetings, and to read papers in advance of meetings
- To attend sub-committee meetings as appropriate
- To participate in other tasks as arise from time to time, such as interviewing new staff
- To abide by the equal opportunities policy
- To declare any conflict of interest while carrying out the duties of a trustee
- To ensure the effective and efficient administration of the organisation



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