mirus

BOARD MEMBER
RECRUITMENT PACK

@miruswales

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**, including the people we support, our staff and volunteers.

We have a reputation for providing creative support. This is because we always put the person at the centre of everything we do. We are always looking for new ways to support people to achieve what matters to them and have set ourselves ambitious plans for the future .

Mirus is a vibrant, energetic, well respected and highly successful organisation, providing support to a wide variety of people. We work across eight local authorities throughout Mid, West and South Wales.

Our organisational plan and priorities have been developed to ensure that we can both maximise our impact for people supported and find creative ways in which to generate income. 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 who are creative, imaginative and free thinking. We want you 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.

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OUR VISION & PURPOSE

SUPPORTING PEOPLE TO LEAD FULFILLED AND HAPPY LIVES

We are a not-for-profit organisation who support people with learning disabilities, autism and mental health conditions. We support people to think about how they want their life to be, what their goals are, and what they like to do. Then we work with them to make it happen.

We make sure that people have choice and control in what they do, how they are supported, and how they contribute to the communities they are part of.

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

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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 everyones' 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.

SUMMARY
TRUSTEE ROLE DESCRIPTION

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 People Supported and Carers Committee, the Staff and Volunteers 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.

AS A TRUSTEE YOU WILL RECEIVE:

- Induction and training
- Travel and out of pocket expenses
- Opportunities to make strategic decisions, develop new skills and to engage with professionals within the health and social care sector
- Satisfaction from making a real difference to people's lives.

AS A TRUSTEE YOU WILL:

- Attend four Board Meetings each year. These are held at our Cardiff office on Monday evenings
- Attend our Annual General Meeting (AGM) once a year
- Decide whether you would like to join one of our three committees that meet four times a year (optional)

We would also like you to engage directly with both staff and people we support, either by attending Mirus events or visiting people in their homes.

We value your time and it's up to you how involved you would like to be.

SOME LEGAL DUTIES INCLUDE:

- Ensuring that Mirus complies with the law and any other relevant legislation or regulations
- Promoting the vision, purpose, values and objectives of Mirus
- Contributing to setting the strategic direction of Mirus
- Declaring any conflict of interest

DETAILED 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 their 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

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.

ABOUT YOU

YOU ARE:

- Reliable
- Flexible
- Enthusiastic
- Committed
- Creative

YOU HAVE:

- Good communication skills
- A sense of humour
- The ability to work in a proactive way

YOU CAN:

- Work as part of a team
- Deal with challenging situations calmly and confidently

READY TO APPLY?

To apply for the role of Mirus Trustee please send your CV and covering letter outlining why you'd like to join us, to: Michele.Jellings@Mirus-wales.org.uk

Alternatively, if you would like to have an informal chat about the role, please contact Kirsty Davies-Warner (CEO) by email: Kirsty@Mirus-wales.org.uk

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