

STATE OF MIND SPORT
Registered Charity Number 1158826 State of Mind Sport

STATE OF MIND SPORT (CHARITY TRUSTEE) – ROLE DESCRIPTION

The following role description is designed to give an overview of the role expectations as a Trustee for State of Mind Sport. No previous experience as a Trustee is required and the Charity supports and welcomes Trustees from all backgrounds and experience.

Overall responsibilities of a Trustee

1. To ensure the charity is carrying out its purposes for the public benefit.
2. To comply with the charity's governing document and the law.
3. Act in the charity's best interests.
4. Manage the charity's resources responsibly.
5. Act with reasonable care and skill.
6. Ensure the charity is accountable.

These overall objectives are designed to be met collectively via the Board of Trustees, and it is expected that as a Trustee you will attend and contribute to the Board meetings and act within this framework. It is also expected that as a Trustee you will have agreed time available to undertake work streams as identified via the Board meetings and agreed strategic aims.

Objectives of the role:

- 1. To take part in formulating and regularly reviewing the strategic aims of the organisation**
 - Consider the charity as a whole and its beneficiaries
 - Reflect the charities vision and values, strategy and major policies at all times
 - Contribute specific skills, interests and contacts and support the charity in fundraising and promotional activities
- 2. With other trustees, ensure that the philosophy, values, policy and practices of the organisation are in keeping with its aims**
 - Follow codes of good conduct at all times, particularly when exercising the functions of the board of trustees
 - Contribute to meetings of the board of trustees
 - Demonstrate the charities philosophies, values, policies and procedures in all internal and external relations
- 3. With other trustees, to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strive to achieve best practice, information, influence and training**

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- Be an active member of the board of trustees in exercising its responsibilities and functions
- Maintain good relations with colleagues, partners, volunteers and stakeholders
- Take part in training and development opportunities provided for the benefit of board trustees

Other duties:

Each trustee should contribute any specific skills, knowledge, networks or experience they have to help the board reach sound decisions. This may involve:

- Scrutinising board papers and finance data
- Leading and contributing to discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Bring ideas/approaches to advance the objectives of the charity
- Other issues in which the trustee has special expertise

Board trustees should respect boundaries between executive and governance functions, in particular, any potential conflicts of interests.

The statutory duties of a charity trustee are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objectives: the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable these activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy and values, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure financial security of the charity
- To protect and ensure the proper use of resources of the charity's funds

The Trustees role description and duties of a trustee apply to all board members.

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TRUSTEE (CHARITY TRUSTEE) – PERSON SPECIFICATION

A = Essential

B = Desirable

1. Knowledge and experience	A	B
• A commitment to the mission, vision, values and strategy of State of Mind Sport	√	
• Knowledge and / or experience of the voluntary sector or a willingness to learn about the voluntary sector	√	
• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship or a willingness to learn about such	√	
• Demonstrate breadth of experience and knowledge working in, or with, different sizes and types of groups or organisations (in the statutory, voluntary or private sector)		√
• Knowledge and experience of the range of equality and diversity issues affecting the population in the area of benefit		√
• A commitment to Rugby League as well as other sports	√	
2. Attributes and Abilities	A	B
• Ability to think independently and creatively	√	
• Ability to express their views whilst listening to and collaborating with others	√	
• Willingness to give the minimum time commitment required	√	
• Ability to work effectively as part of a team that makes collective strategic decisions	√	
• Exemplary professional/personal integrity	√	
• An ability to contribute to strategic vision and development	√	
• An ability to communicate effectively		√