

Trustee Pack

*Become a Trustee at Chapter and
make a real difference.*



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Foreword



Thank you for expressing an interest in becoming a valued Trustee at Chapter. Our fundamental beliefs and values are that everyone has a right to good mental health and a good life, and we are committed to make this a reality for all those that we come into contact with.

We know that mental ill-health has a huge impact on the lives of individuals, families, and communities (1 in 4 people experience mental ill-health each year¹) with the cost of mental health problems in England estimated to be over £10 billion each year².

Established in 1991, Chapter has a strong links with local NHS services, commissioners, and community organisations, which has enabled us to provide support to thousands of people living with Serious Mental Illness.

In addition, we are at an exciting stage in our charity's history, having recently developed new services with a focus around mild to moderate mental ill-health. This has enabled Chapter to play a key role in promoting the preventative public mental health agenda. Mild to moderate mental health affects 15%³ of the population at any one time, therefore early intervention is key to preventing long term mental ill-health.

The Trustees play an important role within Chapter, providing strategic direction to the charity and supporting the Chief Executive Officer and Senior Management Team to implement Chapter's strategic plan. Trustees bring a wealth of experience from all sectors including governance, marketing, HR and finance as well as mental health.

You will find more information about Chapter, including Trustee responsibilities, our expectations and how you can support people experiencing mental ill-health and promote positive mental health in our local community. We hope that you will rise to the challenge and enjoy being an advocate and a voice for people affected by mental ill-health.

Sharon Shelbourne
Chair



1) The National Institute for Health and Care Excellence (NICE). (2019) NICEimpact Mental Health. London: National Institute for Health and Care Excellence. Available at: www.nice.org.uk/media/default/about/what-we-do/into-practice/measuring-uptake/niceimpact-mental-health.pdf [Accessed 27 November 2021]

2) Department of Health. (2014). Annual Report of the Chief Medical Officer 2013: Public Mental Health Priorities: Investing in the Evidence. Retrieved from <https://mrc.ukri.org/documents/pdf/chief-medical-officer-annual-report-2013/> [Accessed 27/10/21].

3) The National Institute for Health and Care Excellence (NICE) (2011) Common mental health problems: identification and pathways to care (Nice guideline CG123). Available at: <https://www.nice.org.uk/guidance/cg123> [Accessed 25 October 2021]

Background

Inspiring individuals, communities, and workplaces to build and maintain positive mental health.

Back in 1991 a group of people experiencing mental ill-health came together with a team of health professionals to address a gap in provision for those recovering from mental-ill health seeking access to meaningful work activity. 30 years on and Chapter is now a vibrant mental health charity providing a range of services across Cheshire and beyond inspiring and supporting individuals, communities, and workplaces to build positive mental health.

Chapter promotes the mental health and wellbeing of individuals, communities, and workplaces through the provision of education and training services. We are based in Ellesmere Port and we serve communities in Cheshire and Wirral. We work closely with individuals taking time to understand their needs, recognising their strengths, and supporting them to engage in their local community. We also work to raise awareness of the experiences, needs, barriers, and inequalities that people affected by mental ill-health experience, by providing a strong, informed, and credible local voice.

Our services empower individuals to move forward in their personal journey and enable people to take positive steps towards better mental health, regardless of where they are in their journey when they join Chapter.

In 2020 Chapter embarked on its biggest transformation in its 30-year history. Our 2022-27 strategic plan continues this transformational journey.

Without the work that charities do, society would be an empty shell
- HRH, The Duke Of Cambridge

The non-judgemental way you have approached me has helped a lot! Having a bit of extra back up has been amazing.
- Chapter Service User

It is expected that 1 in 6 people in the past week experienced a common mental health problem
- Mental Health Federation

Vision

Chapter’s vision is for communities where mental ill-health is no longer a barrier to opportunity, and where everyone can reach their potential and realise their aspirations.

Mission

To inspire individuals, communities, and workplaces to build positive mental health.



NURTURING

We inspire and empower.
Everyone can achieve
better mental health

CREATIVE

We’re resourceful and
open to new ideas

AGILE

We respond quickly
to the changing need
of communities

INCLUSIVE

Open to all, we
celebrate and
respect individuality

The Role Of Trustee

What is a Trustee?

Trustees provide an essential role within all charities.

As volunteers, they give up their time to help ensure a charity operates effectively. Trustees have responsibility for making sure the organisation is doing what it set out to do. They ensure the charity is sustainable, financially viable and governed effectively. Trustees act with integrity and always put the interests of the charity and its beneficiaries first.

Using their skills and professional experience, Trustees support charities and their causes, helping to ensure the charity achieves its charitable objectives and deciding their overall strategic direction.

Volunteer as a Chapter Trustee and you will make a real difference.

Becoming a Trustee can be a truly rewarding thing to do no matter what stage of life you are at.

6 Trustee Duties

The Charity Commission sets out six main duties of a Trustee and it is expected that as a Trustee you understand them. In almost all Trustee activities or decisions, at least one of these duties will be relevant.

New Trustees will receive a guide to the six main duties from The Charity Commission upon appointment.

Comply with your charity's governing document and law.

Ensure your charity is accountable.

Act with reasonable care and skill.

Ensure your charity is carrying out its purposes for public benefit.

Act in your charity's best interests.

Manage your charity's resources responsibly.

Who can be a Trustee?

Most people over the age of 18 can become Trustees. However, there are a number of legal reasons you can be disqualified as a Trustee, such as having unspent convictions or being an undischarged bankrupt. Some charities will have their own additional criteria and requirements when it comes to recruiting Trustees.

The most important thing you will bring to Chapter as a Trustee is the commitment to our charity and our charitable aims, and an enthusiasm for the work we do.

5 Benefits Of Becoming A Trustee

1

Give something back

Becoming a Trustee is a way to give something back to a cause you care about. You'll play a vital role in supporting Chapter to remain sustainable, financially viable and achieve its strategic aims. Giving something back is also one of the 5 steps to wellbeing, so you'll be giving your wellbeing a boost as well as others.

2

Learn new skills

Getting involved with Chapter as a Trustee is a great way to put your professional skills to use, but it can also provide a great opportunity to learn new things and develop new skills. You'll learn about Charity Governance and Management and be able to put your leadership skills to the test.

3

Enhance your professional skills

Becoming a Trustee is a great way to improve your CV. You'll have access to mental health training and wellbeing training, and you'll get the opportunity to get involved in specific projects and tasks.

4

Make a real difference

Our Trustees make a real difference to the work we do. Whatever your involvement as a Trustee at Chapter, you will be making a real difference to those who need it most.

5

Meet new people

One of the best parts about joining a new charity is the opportunity to meet new people. You'll more than likely work alongside our staff team of employees and volunteers as well as attending events and activities in your local communities.

Trustees At Chapter: What To Expect

Suicide is
the most common
form of death for
men aged 20-49
in England and Wales

Chapter is the only
non-statutory
organisation in
Cheshire West and
Chester specialising in
supporting people with
serious mental illness
(SMI)

Our trustees play an essential role within the Chapter team, providing strategic direction to the charity and supporting the Chief Executive Officer and senior management team to implement Chapter's strategic plan.

Chapter usually has a team of six to ten trustees at any one time, and aims to maintain a board that reflects the diversity of the communities we serve. Our trustees bring a wealth of experience from all sectors and walks of life, including, governance, marketing, HR, and finance, as well as lived experience of mental ill-health.

Trustee meetings at Chapter usually take place bi-monthly, and are a mix of face-to-face meetings in the West Cheshire area, and virtual meetings via Zoom. Meetings usually last around 2 hours and follow a set agenda.

Trustees also provide input on at least one specific area or skill that is relevant to them (e.g. HR, finance, marketing, service delivery) and may be occasionally asked to attend additional meetings as required.

Trustees at Chapter are expected to abide by the Trustee Code of Conduct, which we share with all trustees when they join us. Trustees usually serve an initial three-year term and are then eligible for re-appointment if desired.

Diversity and inclusion are fundamentally important to us. We will work to reach as many people as possible with this call for new trustees, and we will review and consider all applications received.

We encourage applications from people of all backgrounds and particularly welcome applications from people with lived experience of mental ill-health.

We always offer successful applicants the opportunity to observe a trustee board meeting ahead of being formally appointed as a trustee.

Next Steps

We are delighted that you are interested in the role of Trustee at Chapter, and we're sure you'll bring a wealth of skills and experience to help steer our strategic vision and help ensure our charity is properly governed and managed.

We'll need you to complete a Trustee application form so we can gather a bit more information about you before inviting you to an informal meeting to discuss the role further.

The informal meeting will take place with the CEO, and then the Chair. This meeting will outline in more detail the role and what's involved. This is also your chance to ask any questions. We're keen to make sure new Trustees fully understand their legal responsibilities as well as what the role entails before joining us. We therefore recommend you attend a board meeting and have the opportunity to speak to other trustees before making a final decision.

Appointments to the Board of Trustees are by prior approval by the Board. New trustees receive a full induction.

If you are interested in the role of a Chapter Trustee, please contact the office to request a Trustee application form on 01244 344 409 or email info@chaptermentalhealth.org. You can also visit chaptermentalhealth.org/careers.

For more information about Chapter visit our website chaptermentalhealth.org.

