

## Mental Health Helplines Partnership (mhhp)

### Person Specification for Trustees

#### Essential Criteria

#### Knowledge/Skills/Abilities

1. Trustee skills to be able to contribute to a Board of member representatives, service users, Treasurer, Business and Advisors.
2. Ability to contribute to meetings.
3. Knowledge and experience of effective governance of an organisation.
4. Ability to understand budgets and accounting systems, e.g. income and expenditure, balance sheets, sources of funding.
5. Ability to interpret and disseminate relevant data from regulatory bodies, legal documents, EC Rules of Governance, Board reports etc.
6. Ability to interpret policies, procedures and legislation relating to the business of **mhhp**.
7. Ability to work in accordance with all **mhhp** policies including in relation to equality opportunities and ensure that the principles of diversity are promoted in all aspects of the work of **mhhp**.
8. Ability to work as part of a team (with the whole Board and Chief Executive) with a flexible and willing approach, in order to work collaboratively to achieve the goals of **mhhp**.
9. Ability to communicate effectively, both orally and in writing, with a wide range of people, internal and external to the organisation and to develop effective working relationships with Trustees, staff team and members of **mhhp**.
10. Ability to represent **mhhp** externally in order to promote the reputation of the organisation positively.
11. Ability to work with others to make sound informed decisions while exercising sound independent judgement when necessary.

12. A clear understanding and acceptance of the legal duties and responsibilities of **mhhp**.
13. A commitment towards the organisation's values and ethos.
14. Reliable attendance at Board Meetings and the AGM and Annual Conference (mostly during the day, but also evenings if required), and be available to the Chair and Chief Executive on an ad hoc basis for decisions, advice and enquiries.

Time commitment is in the region of five days per annum.

### **Desirable Criteria**

1. An interest in and knowledge of the sector in which **mhhp** and **mhhp** members operate.
2. Previous experience of being a Board Member and/or as an executive of a relevant organisation.
3. Professional experience in one or more of the following: IT, technology, company law, fundraising, strategic collaboration.