

Trustee recruitment: two roles now open on the Mindfulness in Schools Project Board of Directors.

1. Overview

If you are someone who understands the work of the charity sector and has the skills, experience, and time to make a real difference as a serious and committed Trustee we would love to hear from you. We are a progressive forward-thinking Charity with a strong CEO and a versatile, dedicated staff team. As a Board we believe it is critical to ensure we have current and future skills, knowledge and experience needed to support the Charity's aims.

Mindfulness in Schools Project (MiSP) is a national, not-for-profit charity No 1168992. Our aim is to improve the lives of a generation of children and young people by making a genuine, positive difference to their mental health and wellbeing.

We are the most established provider of mindfulness training for schools, delivering world-leading curricula for classroom-based mindfulness. Our materials are based on rigorous research in clinical psychology and neuroscience, written by teachers for teachers, and used successfully in a wide range of educational contexts.

We are now seeking to enhance our existing board skills with the addition of 2 Trustees with specific expertise in Education, Fundraising, IT or Digital. A keen interest in the health and well-being of children and young people and the practice of mindfulness is desired.

We are committed to ensuring that we have a balanced and diverse Board - diversity, inclusion, and critical friendship matter to us. By attracting people to work with us from a broad range of diverse backgrounds we can continue to look at the world with fresh eyes and find new ways of doing things.

Person Specification:

- A commitment to the organisation and its charitable objectives
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively, and proactively, as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If you would like to have an informal conversation prior to submitting an application please email mac.misp@btinternet.com

2. Role and responsibilities of MiSP trustees:

Trustees have the legal responsibilities set out in constitution and explained in the Charity Commission's booklet (CC3) The Essential Trustee – What you need to know, what you need to do. All Trustees are required to be familiar, and work in accordance with, the duties set out in the constitution and at section 2 of CC3, which are reflected in the Role Description below.

Trustees are required to accept and sign the Code of Conduct (see Annex 1 of this Manual) and also have a primary duty to ensure that they are legally eligible to act as a Trustee and Director, at the commencement of appointment and on an on-going basis.

Trustees cannot receive any payment from the Charity other than the reimbursement of reasonable and necessary out-of-pocket expenses. Nor can they gain any personal benefit, directly or indirectly, from the Charity.

The Role Description for MiSP Trustees is:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

3. Trustee Code of Conduct

As a Trustee and Director of the charity Mindfulness in Schools Project (MiSP) I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

1. Our governance values

Accountability

Everything MiSP does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within MiSP and equally when dealing with individuals and institutions outside it.

Transparency

MiSP strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

Additionally, I agree to the following points.

2. Law, mission, policies

I will:

- Act within the governing document of MiSP and abide by the policies and procedures of the organisation.
- Not break the law or go against charity regulations in any aspect of my role of Trustee and Director.
- Support the objects and mission of MiSP and act as their guardian and champion.
- Develop and maintain an up-to-date knowledge of MiSP and its environment.

3. Conflicts of interest

I will:

- Always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for MiSP and its present and future beneficiaries.
- Declare any actual or potential conflict of interest or loyalty, or any circumstance that might be viewed by others as a conflict of interest or loyalty, as soon as it arises.
- Submit to the judgment of the board and do, as it requires regarding any actual, potential or perceived conflict of interest or conflict of loyalty.

4. Person to person

I will:

- Not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Trustees (also known as Directors), staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as Trustee.
- Strive to establish respectful, collegial and courteous relationships.

Where I also volunteer with the organisation I will maintain the separation of my role as a Trustee and as a volunteer.

5. Protecting the organisation's reputation

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about MiSP will be considered and in line with organisational policy, whether I make them as an individual or as a Trustee.

When I am speaking as a Trustee and Director of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

I will respect organisational, board and individual confidentiality.

6. Personal gain

I will:

- Not personally gain materially or financially from my role as Trustee and Director, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.
- Use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.
- Not accept or give gifts or hospitality except in accordance with the organisations policy and will ensure that any such gift or hospitality is recorded in the Register of Gifts and Hospitality and reported to the Board.

7. In the boardroom

I accept my responsibility to ensure that MiSP is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will:

- Strive to embody the principles of leadership in all my actions and live up to the trust placed in me by MiSP.
- Abide by board governance procedures and practices.
- Strive to attend all board meetings, giving apologies ahead of time to the Chair and Company Secretary if unable to attend.

- Study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- Honour the authority of the Chair and respect his or her role as meeting leader.
- Engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- Accept a majority board vote on an issue as decisive and final.
- Maintain confidentiality about what goes on in the boardroom unless authorised by the Board to speak of it.

8. Enhancing governance

I will:

- Participate in induction, training and development activities for Trustees.
- Continually seek ways to improve board governance practice.
- Strive to identify good candidates for Trusteeship and appoint new Trustees on the basis of merit.
- Support the Chair in his/her efforts to improve his/her leadership skills.
- Support the Chief Executive in his/her executive role and, with my fellow Trustees (also known as Directors) seek development opportunities for him/her.

9. Leaving the board

I understand that substantial breach of any part of this code may result in my removal from the Board of Trustees (also known as the Board of Directors).

Should procedures be put in motion that may result in my being asked to resign from the Board, I will be given the opportunity to be heard. In the event that I am asked to resign from the Board, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the Board I will inform the Chair and Company Secretary in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date: