



## **SOUTH STAFFORDSHIRE NETWORK FOR MENTAL HEALTH**

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# **Trustee Agreement & Declaration**

This is agreement between South Staffordshire Network for Mental Health and

name  
address

You have been elected onto the Board of Trustees with effect from 21 May 2013.

SSNMH is also a registered company, as a trustee you also automatically become a director of the company. You can serve for three years, after which you will have to stand down from your position, however you may re-apply to join the Board of Trustees (prior to standing down), but re-election is at the Board's discretion.

You will be subject to a six-month probationary period and CRB check commensurate with the post.

Should you wish to resign from the Board, you should do so by writing to the Chair of Trustees. Reasons should be given if they relate to the organisation and its activities.

It is your personal responsibility to ensure that you inform the Chair of Trustees of any changes to your personal contact details immediately, so that your details will be kept up to date with the Charities Commission and Companies House.

### **Your rights as a trustee**

You have the right as a trustee to:

- Have equal status and voting rights with all other trustees
- Receive training which relates to any area of the board's work.

### **Your individual responsibilities**

As a trustee your individual responsibilities are to:

- Attend trustee board meetings regularly. If you are unable to attend you should give your apologies to the Company Secretary at your earliest convenience. If you are absent without

permission, from all the meetings held within a period of six months, you may be resolved from office.

- Understand and be fully committed to the aims and principles of the organisation
- Take a share of the board's work by offering to work on any sub-committees of the board.
- Support all decisions once they have been agreed by the board.
- Act with honest and integrity in your work of the charity
- Challenge all incidents that contravene the organisation's equal opportunities policy.
- Respect the confidentiality of the board matters and discussions
- Maintain a good working relationship with other trustees, staff members, volunteers, members and service users whilst being aware of and following guidance set within the boundaries policy.

### **The joint responsibilities**

Your **joint** responsibilities with all the other trustees are to:

- Accept legal responsibility for the workers of the organisation and ensure the charity is adhering to all relevant legislation
- Act as an employer for the workers of the organisation
- Be open and accountable to all those with a stake in the organisation.
- Decide overall policy for the organisation's work within the guidelines laid down by the members and local, regional & national policy/strategies
- Be satisfied that within the constraints of resources, the organisation is meeting its aims and any contractual/grant agreements.
- Take a long term view of how the work of the organisation should develop
- Try to ensure that funding for the organisation continues
- Ensure that all trustee responsibilities delegated to paid staff and individual members of the organisation are carried out.

### **Training**

An induction programme will be organised for you, which will help you get involved in the board and understand your roles and responsibilities. In addition the organisation will provide opportunities for you to meet other trustees, members of staff and familiarise yourself with the organisation, its policies, plans and financial status.

### **Conflicts of interest**

Trustees are required to declare any interests which may result in conflict while they are serving on the board.

### **Declaration**

I declare that:

- I am over 18 years of age.
- I am not an un-discharged bankrupt, or the subject of a bankruptcy restriction order or bankruptcy restriction undertaking.
- I have not previously been removed from the trusteeship of a charity by the Court of the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986 or subject of a disqualification undertaking.
- I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of South Staffordshire Network for Mental Health's objects, mission and governing documents.
- I do not have any financial interests in conflict with those of South Staffordshire Network for Mental Health (either personally or through family or business connections) except those

which I have formally notified in a conflict of interest statement. I will specifically notify such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

- I have read and understood the provisions of the trustee agreement and code of conduct.
- I have received and read the initial induction material for new trustees and understand my duties and responsibilities as a trustee.
- I undertake to familiarise myself with the organisation's policies, objectives, plans and financial position.
- I shall declare all interests as and when they arrive. If at any time these conflicts hamper my ability to perform my role as a trustee, I shall resign from the board.
- I shall keep all the proceedings at trustees meetings confidential and shall not discuss any of the issues with the press/media without clearance from the Chair.
- I have read, understood and agreed to comply with the "Essential trustee" document, issued by the Charities Commission.

Signed .....

Date .....

**Please sign and return one copy of this agreement to the Business Manager.**