



Melton Mencap

Trustee

Information Pack

March 2023

The Role

Melton Mencap is inviting applications to join our Executive Committee. We are looking for individuals with experience or someone wishing to develop their expertise.

What can we offer?

An opportunity to be part of an organisation which has developed over the years and aims to meet future needs. To work with key stakeholders within the provision of our services for local people with disabilities. Access and commitment to personal development and training opportunities.

“Being a trustee is very rewarding, seeing people achieving things and enjoying themselves. There is a great feeling being part of a team that has achieved so much over the years.”

About Melton Mencap

MM is a registered charity and company limited by guarantee, also an affiliated member of the Royal Mencap Society. We are responsible for providing personal support, development and recreational opportunities in the local community for people whose primary disabilities are Learning Disabilities from mild to profound. Visit our website at www.meltonmencap.org.uk

The Executive Committee

Collectively, the MM Executive Committee are required to direct the business affairs of the organisation and to determine the vision and strategy, plans, policies, and financial investment required to achieve our aims. As such, individually and collectively, the Trustees are accountable to the Membership.

Volunteering as a Trustee

MM is committed to robust governance and ensuring compliance with the Charity Commission, Companies House and further regulators. You will be expected to attend Board meetings (up to 12 per year), collaborate with Trustees, Staff, and other stakeholders in the strategic development of the organisation.

Qualifications and Experience

- Qualifications and /or experience in a wide range of organisational fields are welcome.

Meetings are usually held monthly in Melton Mowbray.

Trustee responsibilities:

- To develop and maintain an effective corporate governance structure.
- To safeguard the interests of our stakeholders
- To set challenging objectives for continuously improved performance.
- To contribute to constructive debate on all Board matters.
- To promote the implementation of equality of opportunity throughout the organisation.
- To fully participate in Board induction, training or development and performance monitoring.
- Undertake such other duties as the Executive Committee may direct from time to time.

Each trustee must have:

- A commitment to the vision, mission and purpose of Melton Mencap.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Selflessness to act solely in the interest of Melton Mencap and our stakeholders.
- Integrity to declare and resolve any interests and relationships, and not act to gain financial or other material benefits for themselves, family, or friends.
- Objectivity to act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability for decisions and actions.
- Openness to act and take decisions in an open and transparent manner.
- Honesty.
- An ability to work effectively as a member of a team and to take decisions for the good of the charity.

It would be beneficial if a trustee has:

- An understanding of how to execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- An understanding of how to execute the responsibilities of a Charity Trustee in accordance with the Charity Commission.

How to apply

Due to the nature of Melton Mencap and the position, recruitment for this role is open and ongoing subject to identifying the right candidate. Interested individuals should contact David Billsdon, Melton Mencap Chair of Trustees for an initial discussion. - Email: davidbillsdon@gmail.com

MM is committed to equality of opportunity for all. We would particularly welcome applications from women, persons with disabilities and Minority Ethnic Communities as they are currently underrepresented within the organisation.

Selection Process

Applicants will be contacted to arrange an interview at a mutually convenient time and format in persons

If you have any queries regarding the role, please contact David Billsdon, Melton Mencap Chair of Trustees - Email: davidbillsdon@gmail.com