



Mediation Plus, Southview, Western Road, Hailsham BN27 3DN
T: 01323 442781 F: 01323 449505 E: info@mediation-plus.org.uk
www.mediation-plus.org.uk

Mediation Plus Trustee Role Description

Mediation Plus is committed to operating on the basis of good governance, and a crucial part of this is having a robust, capable and visionary Board of Trustees. Mediation Plus is a registered charity (number 1116072).

Our Objects:

The Charity's objects are:

- i) To promote for the public benefit primarily in East Sussex and elsewhere, and with a view to preservation of public order, the provision of services directed toward Mediation and Conciliation between persons, organisations and groups who are involved in dispute or conflict.
- ii) To advance the education of the public in methods of such mediation and conciliation and in particular the nature and causes of such dispute and means of managing it.

Our Board of Trustees play a vital role in safeguarding the future of these services.

Purpose of Role:

The Board of Trustees is responsible for the overall governance and strategic direction of Mediation Plus, leading its development in accordance with the governing document, legal and regulatory guidelines.

Responsibilities:

There are a number of responsibilities that Trustees must comply with:

1. To ensure that Mediation Plus complies with its governing document, charity law, company law, with the requirements of the Charity Commission as regulators and any other relevant legislation or regulations.
2. To ensure that Mediation Plus pursues its objects as defined in its governing document (our constitution).
3. To ensure Mediation Plus uses its resources exclusively in pursuance of its objects.
4. To contribute actively to the Board of Trustees' role in giving strategic direction to Mediation Plus, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To ensure the effective and efficient administration of Mediation Plus.

6. To ensure the financial stability of Mediation Plus.
7. To protect and manage the property of the charity and to ensure the proper investment of Mediation Plus's funds.
8. To abide by the Equal Opportunities and Disability Policies.
9. To act with integrity, avoiding any personal conflicts of interest and acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
10. Use reasonable care and skill in the work of a Trustee, using personal skills and experience as needed to ensure that Mediation Plus is well-run and efficient.
11. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Charity's good name and reputation are properly valued, utilised and safeguarded.
12. Consider getting external professional advice on all matters where there may be material risk to Mediation Plus, or where the trustees may be in breach of their duties.
13. To represent the organisation at functions, meetings and in the media as appropriate.

Time Commitments:

Board meetings are held quarterly and usually last 2-3 hours. Papers are sent out at least a week beforehand and trustees are expected to have read and understood them before attending meetings. Other pieces of work or sub-groups are established as required that may need Trustee input. Trustees are also occasionally asked to represent Mediation Plus to the media, at meetings or events and this may require additional time and/or travel.

Travel:

Board meetings are usually held at our own premises in Hailsham, East Sussex, but Trustees are asked to be flexible in travelling to available locations.

Expenses:

Mediation Plus operates a trustee expenses policy to cover basic expenses and ensure that no Trustee is out of pocket for attending Mediation Plus business.

Skills & Behaviours

Trustees are expected to demonstrate the following skills/behaviours:

1. Interest in, and empathy with, the ambitions and values of Mediation Plus.
2. A commitment to the organisation and its objectives that adds to public confidence and trust in the organisation.
3. The ability to think creatively and strategically with good, independent judgment.
4. An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

- 5.** To contribute specific skills, knowledge, experience and contacts to maximise Mediation Plus's ability to provide high quality and responsive services.
- 6.** To maintain good working relations with the Management Team, staff, volunteers and Board of Trustees.
- 7.** To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies and other external stakeholders.
- 8.** To be an active member of the Board, and any appropriate sub-committees, working flexibly and co-operatively as part of a team, and to work on own initiative.
- 9.** To contribute to, and take part in, training and development opportunities provided for Trustees.
- 10.** An understanding of the importance of confidentiality and data protection, and a commitment to the principles of equal opportunities and disability policies.
- 11.** Excellent communication skills, including tact, integrity and diplomacy.
- 12.** A willingness to devote the necessary time and effort to their duties as a Trustee.
- 13.** The ability to understand and identify key points in a range of documents including committee reports and accounts.
- 14.** Good level of written and spoken English.