

Mayfield Nurseries Role Description

Role Title: Trustee

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Reports to:	Chair of Board of Trustees
Key relationships:	Solent Mind and Mayfield Trustees, Solent Mind Chief Executive, Head of Service at Mayfield Nurseries, Director of Services, Executive Assistant
Location:	Southampton
Time commitment:	Approximately four-five Board meetings per annum and participation in Mayfield Fundraising events when needed.

Purpose of Role

Mayfield Nurseries Trustees are entrusted to further the work of Mayfield Nurseries in accordance with its charitable objectives and to act as champions for the nursery in the public arena. Trustees are also company Directors and must ensure that Mayfield Nurseries complies with company law. The Board of Trustees are responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Mayfield Nurseries is a subsidiary of Solent Mind and Trustee appointments are confirmed by Solent Mind's board.

Main Duties

- To contribute actively to the Board of Trustees' role in giving firm strategic direction to Mayfield Nurseries, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure that Mayfield Nurseries complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- To ensure that Mayfield Nurseries applies its resources exclusively in pursuance of its objectives.
- To champion and build on the good reputation and ethos of the organisation.
- To ensure the effective and efficient administration of Mayfield Nurseries.
- To safeguard Mayfield Nurseries' assets.
- To ensure the financial stability of Mayfield Nurseries.

Trustee qualities

In addition to the above statutory duties, Trustees should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focussing on key issues, providing advice and guidance on new initiatives, evaluation, taking a close interest in one of Mayfield Nurseries' activities to which their expertise and/or experience is particularly relevant or other contributions arising from Trustees' special expertise.

Qualities we are looking for include:

- A commitment to Mayfield Nurseries and its aims and values
- A willingness to devote the necessary time and work to trusteeship
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak his/her mind
- An understanding and acceptance of the legal duties, liabilities and responsibilities of trusteeship
- An ability to work effectively as a member of a team

Mayfield Nurseries seeks to have among its Trustees a range of experience and expertise, including one or more of the following:

- Fundraising and marketing
- Public Relations
- Retail Horticulture
- Media and Communications
- Digital Marketing
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Trustees are required to:

- Attend full Board meetings every 2-3 months, approximately 2 hours long and attend Board away days (additional 2 hours, twice a year). These are held at Mayfield Nurseries in Southampton.
- Spend time before each Board meeting reading and considering papers.
- Be contactable by e-mail and telephone.
- Be available for occasional meetings, visits, fundraising events or discussions between full Board meetings.