



Watford Mencap is one of the largest Mencap societies in the UK with a long-established history of providing high quality social care services to people with learning disabilities and their families in South West Herts. We are a registered charity founded in 1951 with a trustee body, the Council of Management. Whilst we are affiliated to Royal Mencap, we are independent and self-funding.

Over the past 5 years the charity has developed a range of creative and innovative new services for people with learning disabilities and their families whilst also remodelling existing provision to offer personalised support to local people. We currently employ 120 staff and have over 117 volunteers.

The organisation is currently repositioning itself to respond to challenges of working within a new financial environment, personal budgets and the Herts emarketplace.

Watford Mencap has Investors in People accreditation, an Outstanding Ofsted status, an Advice Service Quality Mark and a range of operational projects which are recognised by CQC for delivering excellent quality services. We have also been awarded the HCPA Best Care Provider in Herts award in 2012 and again in 2013.

We hope you will consider joining us at this exciting and challenging time. For more information please call Jane Pattinson Chief Executive on 01923 713630

During our current recruitment campaign we are particularly looking to diversify and strengthen our Board with the appointment of 4 new trustees with experience, skills and knowledge in the following areas:

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- Strategic Finance and Accountancy
- Leadership and Management within Social Care
- Fundraising and Income Generation
- Marketing

TRUSTEE ROLE DESCRIPTION

The statutory duties of a trustee

- To ensure Watford Mencap complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that Watford Mencap pursues its objects as defined in its governing document
- To ensure that Watford Mencap uses its resources exclusively in pursuance of its objectives
- To contribute actively to the board of trustees in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive and monitor his/her performance

Other duties

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 guidance on new initiatives
- Other issues in which the trustee has special expertise

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We are looking for trustees who can demonstrate:

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

All applicants will go through Watford Mencap's recruitment procedure and those that are successful will be proposed for election at the Annual General Meeting for an initial 3 year Term.

A Trustee role is without financial compensation however it is Watford Mencap's policy to reimburse reasonable out of pocket expenses.