

**SAMH TRUSTEE BOARD VICE-CHAIR**

**ROLE PROFILE, PERSON SPECIFICATION AND DUTIES**

**General Statement of Responsibilities:**

The Vice-Chair of the Trustee Board will share our core values and will support the Chair in leading our future agenda, making a significant contribution to the discussion around the future of mental health in Scotland and beyond. The Vice-Chair will support the Chair to operate within a framework of good governance and to work in partnership with the Chief Executive and Executive Team to achieve the aims of SAMH. The Vice-Chair is also expected to optimise relationships; represent the organisation and act as spokesperson and in support of the Chair where appropriate.

The Vice-Chair is one of 3 office bearers on SAMH’s Trustee Board, the Chair and Treasurer being the others..The primary purpose of Vice-Chair is to support the Chair in leading the Trustee Board (within the framework of good governance) and to work in partnership with the Chief Executive and Executive Team to achieve the aims of SAMH. This may involve deputising for the Chair where required.

Tenure: The Vice-Chair of SAMH is appointed for a period of 3 years; and is eligible to stand for re-election for a further 3-year term.

**Duties as a Trustee Vice-Chair:**

In addition to general trustee duties ([see Trustee Role Profile](http://www.samh.org.uk/documents/SAMH-TrusteeRoleProfile2024.docx)) the Vice-Chair will support the Chair in their duties as listed below.

Support the Trustee Chair’s responsibility to lead the board:

* From time to time, deputise for Chair, as required.
* To ensure Trustee Board fulfils its governance role in accordance with SAMH’s Memorandum and Articles and in adherence with relevant legislation.
* To give consideration to succession planning and on-going Trustee Board development.
* To lead Trustee Board and Executive Team in determining strategy and approving policy for the organisation.
* To demonstrate accountability that the organisation’s resources are deployed in pursuance of its objects and that SAMH’s statutory financial statements are systematically accounted for, audited and made publicly available.

Supporting the smooth running of the board meetings:

* Act as a deputy for the Trustee Board where required.
* Monitor the implementation and review of decisions taken at meetings.
* Encourage dialogue and participation from Trustees ensuring the Board maintains a focus on their strategic and governance roles.
* Membership and attendance at Board sub committees as appropriate, audit and risk committee and ad hoc Chair sub-groups.

Promoting good governance amongst trustees:

* Support recruitment of suitable new trustees and support them through the induction process.
* Support the Trustee Board to run effectively ensuring it governs within best practice frameworks and that Trustees receive appropriate advice, information, and training in their role.

Acting as a figurehead or spokesperson where required:

* To promote an ethical culture in line with the vision, mission and values of the organisation. Reviewing and refreshing these as required.
* To safeguard the good reputation and the ethos of SAMH and to promote the organisation and its work along with fellow Trustees and staff to potential funders, donors, supporters and beneficiaries.
* To be confident and competent to respond to any adverse publicity where required

**PERSON SPECIFICATION VICE-CHAIR OF TRUSTEE BOARD**

SAMH Trustees will uphold and represent SAMH’s purpose, vision, values and mission[[1]](#endnote-1) in a personal and professional capacity. We are looking for candidates who have a commitment and enthusiasm to progress the work of SAMH to improve the lives of people with mental health problems.

The particular role of Trustee Board Vice-Chair will suit an experienced leader who understands the importance of good governance, is able to develop the work of the Board and enjoy the stewardship of a large, complex Charity They will be comfortable in proactively promoting and networking on behalf of SAMH. There are some qualities and experience we consider a requirement for this Vice-Chair position.

**Essential:**

* A strong empathy with our purpose is essential. As is a commitment to the values, aims and ethos of SAMH and to ensuring that its activities are in the interests of beneficiaries.
* Able to demonstrate considerable vice-chair/trustee/non-executive experience and be confident and competent to respond to challenges across the range of the organisations work, influence and multiple audiences.
* Good understanding of the public services and national policy drivers in mental health and wellbeing is required, experienced candidates from across all sectors will be considered in line with the broad skills mix of the Board.
* At this particular time, in the first period of office, the vice-chair will require to demonstrate particular abilities to lead the organisation though a major appeal, significant further strategic development with requisite ambition and large scale investment and asset decisions.
* A commitment to equality, diversity and inclusion (EDI) is essential; and particular expertise and experience in EDI strategy and approaches would be desirable, but is not essential.
* An established network of contacts which will enhance and add value to the work of SAMH, as well as the ability to build new relationships with key stakeholders.
* Ability to promote collaborative working with a senior team with the capability to support Board and Executive development.

You must also understand the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee in line with legislation.

**Not Essential:**

* Significant senior management experience.
* Expertise and experience specifically relating to mental health, mental illness or psychiatry would be desirable, but is not essential.
* Lived experience would be an asset in this role; however not essential.

1. **Purpose:** SAMH is dedicated to mental health and wellbeing for all.

   **Vision:** Our vision of a society where people are able to live their lives fully regardless of present or past circumstances.

   **Mission**: SAMH will lead by example. SAMH will be innovative, purposeful and challenging in all that it does. SAMH will campaign for rights and rights-based services, challenge stigma and discrimination and promote inclusion.

   **Values**: We believe that everyone has the right to be treated with **dignity**, **respect** and **equality**. We believe that everyone is entitled to **hope** and **choice** and to achieve **personal fulfilment**. [↑](#endnote-ref-1)