



## **Application Pack**

### **Maternal Mental Health Alliance Trustees**

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February 2018



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Dear applicant

### **Maternal Mental Health Alliance Trustee Application**

Many thanks for your interest in becoming a trustee of the Maternal Mental Health Alliance (MMHA).

More than one in ten women develop a mental health problem during their pregnancy or in the first year after the birth of their baby. The MMHA was founded in 2011, drawing women with lived experience together with clinicians, academics and voluntary sector organisations in a shared determination to improve care and support for women in the perinatal period and now has over eighty national organisations making up its membership.

The Maternal Mental Health Alliance achieves change by bringing all those interested in perinatal mental health together to speak with one voice; by campaigning for change; by disseminating evidence of the impact of perinatal mental health problems and by supporting local systems to improve perinatal mental health care. You can read more about our work [here](#)

The MMHA is widely acknowledged to have had an impact on recent maternal mental health policy, including the investment in England and Wales in specialist services for women with severe perinatal mental health problems. But there is still much to do – we must make sure that recent investment in specialist services is not wasted, absorbed elsewhere or misspent and is matched throughout the UK; we must continue to tackle stigma; and to support local systems to improve care for all women including those with mild – moderate perinatal mental health problems.

Our determination to ensure that all women get the care and support they need in the perinatal period has led to a decision taken by MMHA members in 2017 to register as an independent charity and to recruit our first board of trustees. This is a hugely exciting time to consider joining MMHA as a trustee.

Please do feel free to contact me or MMHA Director Angela Style for an informal conversation about the role. Informal conversations can be arranged by contacting [ines@maternalmentalhealthalliance.org](mailto:ines@maternalmentalhealthalliance.org)

I very much look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "A. Gregoire", written in a cursive style.

Dr Alain Gregoire, current Chair of the Maternal Mental Health Alliance

## **2. Information about how to apply for the role and recruitment process**

Please send a cv (maximum 2 sides of A4) **and** a supporting statement by **13 April 2018** outlining how you meet the requirements of the trustee person specification, using examples where possible (maximum 2 sides of A4). See page 5 of this recruitment pack for person specification.

Closing date for applications – **13 April 2018**

Please send completed applications by email to [ines@maternalmentalhealthalliance.org](mailto:ines@maternalmentalhealthalliance.org)

Please get in touch if you have any questions or would like to arrange an informal conversation to discuss the role. Please email [ines@maternalmentalhealthalliance.org](mailto:ines@maternalmentalhealthalliance.org) to arrange this.

### **MMHA trustee recruitment process and timeline**

13 April 2018 – deadline for applications

wc 23 and 30 April 2018 – telephone conversations with current Chair and Vice Chair to ensure candidates meet the criteria for MMHA trusteeship before being put to MMHA members for election

May 2018 – papers sent to MMHA members about candidates seeking election

6 June 2018 – MMHA members meeting where MMHA members present will vote elected trustees. (MMHA members vote for up to seven trustees with the remaining appointed by the board in order to ensure we have the skills mix that members have agreed that we need, up to a maximum of 12 trustees)

May and June – targeted adverts for specific posts for skills areas that might be missing from initial round of applications

27 June and 4 July – interviews by current Chair and Vice Chair and other trustees to appoint trustees to fill any skills gaps following elections

Sept 2018 – first MMHA board meeting

3 October – MMHA members' meeting elects Chair and Vice Chair (it is proposed that June members' meeting consider extending current terms of office of Chair and Vice Chair from June to October to enable members to elect these positions from the full trustee board)

October/November – governance training for new board (subject to funding)

### **3. Role of MMHA board and duties and skills of MMHA trustees**

This section contains the following information:

- The role of the board of trustees and trustee duties
- MMHA trustee person specification
- Skills and experience needed on MMHA board of trustees
- Chair, Vice Chair and Treasurer roles
- Board meeting schedule

#### **The role of the Board of Trustees and duties of trustees**

The legal responsibilities of a trustee are to:

- Ensure MMHA is carrying out its purposes for the public benefit
- Comply with MMHA's governing document and the law
- Act in MMHA's best interests
- Manage MMHA's resources responsibly
- Act with reasonable care and skill
- Ensure MMHA is accountable.

(More information about these duties can be found in [guidance CC3](#) from the Charity Commission)

The MMHA trustees, individually and collectively, will uphold and foster the active participation of MMHA member organisations in all aspects of MMHA activity including co-creation of overall policy and strategy and developing and delivering projects and campaigns. They will also foster an ethos that empowers MMHA members, staff and others working in or interested in perinatal mental health to contribute in whatever way they can to achieve the goals and vision of MMHA.

The trustee board is also responsible for recruiting, managing and supporting the senior staff team.

#### **MMHA Trustee Person Specification**

Each MMHA trustee must have:

- Commitment to MMHA, its mission, vision and values including the nature of coalition working
- Strategic vision
- Willingness to devote the necessary time and effort to be an effective trustee
- Good, independent judgement
- Willingness to speak their mind and ability to provide effective support and challenge in a board setting
- Ability to think creatively and imaginatively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

- An ability to work collaboratively and effectively as a member of a team and to act in the interest of and take decisions for the good of MMHA
- Integrity

This is an **unpaid** role. Reasonable pre-agreed travel expenses will be paid.

**Time commitment:** Four - five meetings a year (including preparation for meetings, reading papers etc) + attendance at an annual strategy day and AGM and trustee training. Meeting schedule and location will be set once board of trustees are appointed and will take account of trustee availability and preferences as far as is possible. Prospective trustees should ensure that they have sufficient time to commit to meetings which may be during working hours and early evenings. Teleconference facilities will be available for board meetings but attendance in person for some meetings is welcomed. Additionally, trustees are invited to attend Maternal Mental Health Alliance events including an annual learning and evaluation event and annual conference, and Maternal Mental Health Alliance members' meetings which take place three times a year in central London (2018 schedule – 28.2.18, 6.6.18, 3.10.18).

**Term of Office:** Trustees serve an initial three year term. MMHA has a suggested maximum term of office of six years.

### **Skills and experience needed on MMHA board of trustees**

MMHA members have identified that the ideal board of MMHA would contain the following skills and experience, collectively across the whole board. Individual trustees may have one or more of these skills or areas of experience but the overall membership of the board would ideally provide the necessary skills in these areas:

- Health policy and influencing and campaigning
- Knowledge of perinatal mental health including lived experience
- Knowledge and understanding of statutory and non-statutory perinatal mental health services across the whole pathway across the UK
- Financial management/Treasurer
- Strategy and organisational development
- Income generation and fundraising
- Marketing and communications including digital
- Experience of working with and engaging with diverse and disadvantaged communities
- Legal issues relating to MMHA's work
- Having networks of influential contacts able to support MMHA
- The ideal board would also be diverse and this diversity will be guided by the definitions of the nine protected characteristics as set out in Equalities Act 2010 (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation) and also include geographical diversity with representation from around the UK).

MMHA hopes to receive applications from a wide range of people interested in serving as trustees, including applications from people working within MMHA member organisations (whether people directly involved in perinatal mental health work in member organisations or those with other skills that we are looking for and noting that trustees will serve as individuals, not representatives of the organisation which

they work for). MMHA also welcomes applications from people who meet the criteria in the person specification but who are new to the world of perinatal mental health but have an interest in the work and a commitment to our aims.

All applicants should be aware of the relevant Charity Commission guidance; in particular [CC3 The Essential Trustee](#) .

### **Chair, Vice Chair and Treasurer roles**

MMHA is also recruiting for a Chair, Vice Chair and Treasurer. MMHA members elect the Chair and Vice Chair at a members meeting and a Treasurer may either be elected by members or appointed by the board.

MMHA expects the role of the Chair and Vice Chair to be finalised once the posts have been elected in order to match roles to skills, interests and time available of successful candidates. For example, the Vice Chair may have significant media experience and the expertise to speak for MMHA in the media if required or have the most appropriate skills to take on line management of senior staff and so final agreed role descriptions will reflect that.

MMHA is also open to job share of Chair and/or Vice Chair role and have two co-Chairs if appropriate.

#### **Role of the MMHA Chair:**

- Chair meetings of MMHA board of trustees and MMHA members' meetings and work with staff to ensure that these meetings are effective
- Provide line management to MMHA senior staff
- Ensure the board is working effectively as a team and is fulfilling its duties
- Work with MMHA senior staff to support development of the board and to ensure the board has relevant information to take decisions and that these are implemented effectively
- Represent MMHA at external events and in the media as appropriate and alongside staff and other ambassadors and spokespeople.

#### **Role of MMHA Vice Chair:**

- Chair meetings of MMHA board of trustees and MMHA members' meetings when Chair is not available
- Undertake other duties in line with skills and experience and in agreement with Chair.

#### **Role of MMHA Treasurer:**

- Presenting financial reports to the board in a format that helps to board to fulfil its financial responsibilities
- Oversee the preparation and scrutiny of annual accounts
- NB the MMHA Treasurer role is a strategic role. Staff and contractors will carry out book-keeping, budgeting and the preparation of financial information and reports subject to funding.

#### 4. Information on current MMHA structure, governance and funding

The MMHA works to ensure that all women across the UK get consistent, accessible and quality care and support for their mental health during pregnancy and in the year after giving birth.

The MMHA submitted an application to the Charity Commission to become an independent charity – in the form of an association Charitable Incorporated Organisation (CIO) – in December 2017 and we are beginning recruitment for trustees while the application to become a CIO is processed. We expect registration to be complete in the Spring. CIOs are a relatively new legal form, which were introduced by the Charities Act 2011. They have become a popular legal form for new charities as they offer the protections of incorporated status without having to register and file with Companies House as well as the Charity Commission, with over half of new charities opting to be a CIO. Further information [here](#) and in section 3 below.

Grant funding and membership fees make up current income streams. MMHA currently has grants from Comic Relief (who fund both MMHA Everyone's Business campaign and some development work to address structure, governance and funding which has led to establishment as a CIO) and Big Lottery (which funds MMHA Mums and Babies in Mind project which supports local leaders to improve services). Current funding runs until September 2018 and work is underway to secure funding beyond this point. These grants and the associated staff are currently hosted by MMHA member organisations because as an unregistered organisation, the MMHA was unable to sign grant agreements and employ staff. The Comic Relief grant is currently hosted by Action on Postpartum Psychosis and the Big Lottery grant is hosted by the Mental Health Foundation, who fulfil governance functions through their boards of trustees. These hosting arrangements are in place until end September 2018.

The MMHA is a membership organisation, with over 80 national organisations including Royal Colleges, lived experience and major voluntary sector organisations as members. The MMHA has a small predominantly home-working staff team of around 12 part time staff (equivalent to around five full time staff). Much of the impact of MMHA's work has been down to MMHA members who have played a huge role in achieving change in perinatal mental health, through their own activities and by coming together to speak with one voice about the need for services to improve for women. Members have an important role in MMHA governance, electing a majority of the board of trustees and the Chair and Vice Chair, helping to set the MMHA agenda through annual strategy days and members' meetings and developing partnership projects.

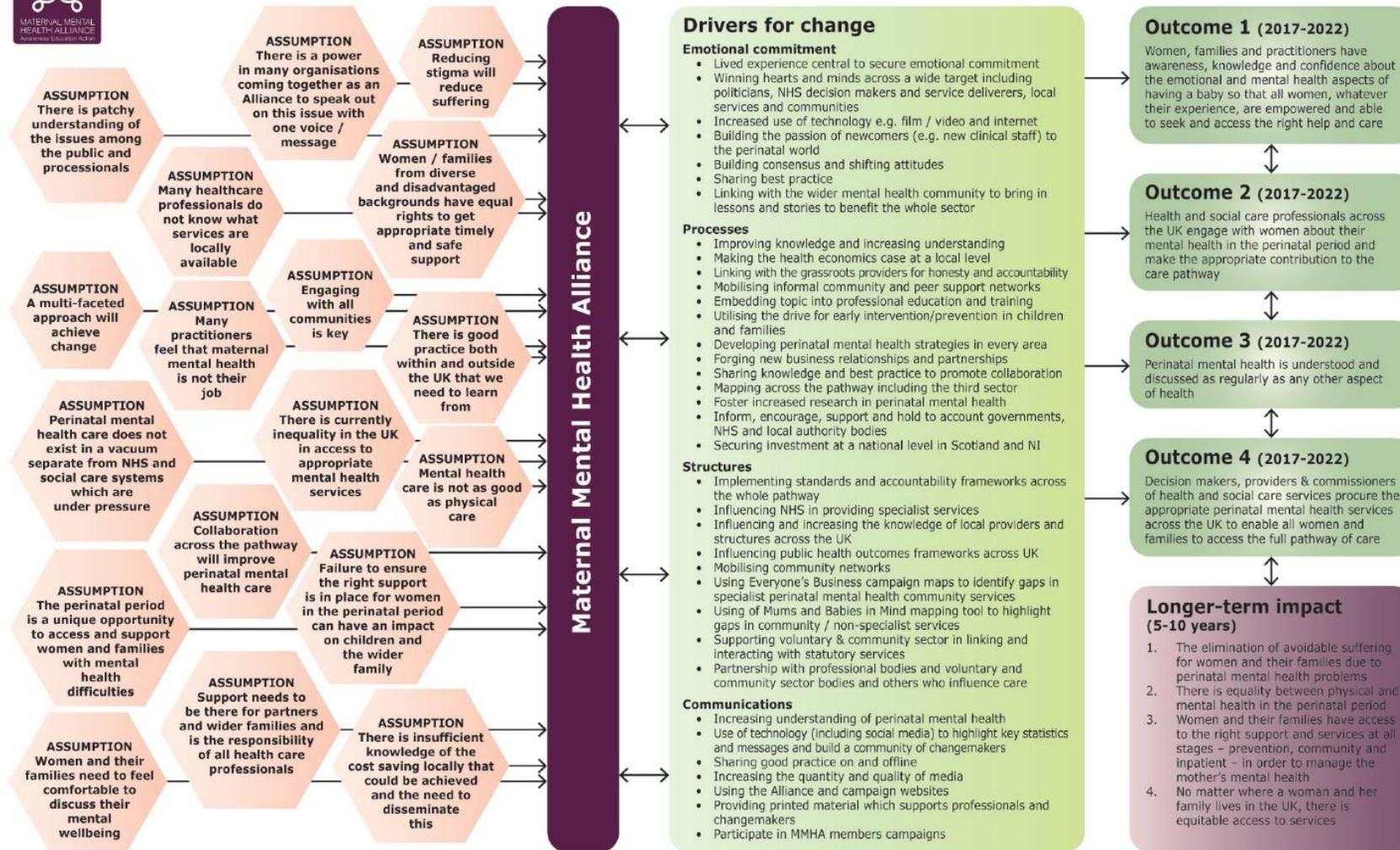
MMHA has a Theory of Change which was developed by MMHA members in 2014 and reviewed and updated in April 2017. MMHA is currently working with members to develop a three year strategy for 2018 – 2021 setting out MMHA strategic priorities to achieve the change described in the Theory of Change. MMHA members will contribute to and approve the strategy at MMHA members' day in February 2018, and this will provide the foundation for trustees to take forward.



# Theory of Change

(Updated 30th June 2017)

**The Issue:** *Women across the UK are not getting consistent, accessible and high quality care and support for their mental health in the perinatal period*



**The Vision:** *All women across the UK get consistent, accessible and quality care and support for their mental health during pregnancy and in the year after giving birth.*

#### **4. Useful information for applicants**

All applicants should be aware of the relevant Charity Commission guidance in particular [CC3 The Essential Trustee](#)

For information about MMHA - <https://maternalmentalhealthalliance.org/>

For information about MMHA Everyone's Business Campaign – <http://everyonesbusiness.org.uk/>

For information about MMHA Mums and Babies in Mind project - <https://maternalmentalhealthalliance.org/mumsandbabiesinmind/>

For information about perinatal mental health - [http://everyonesbusiness.org.uk/?page\\_id=6](http://everyonesbusiness.org.uk/?page_id=6)

For a summary of independent evaluation report of the MMHA Everyone's Business campaign (including the role of MMHA in driving change) - <http://everyonesbusiness.org.uk/wp-content/uploads/2016/07/Everyones-Business-Campaign-Independent-Evaluation-Report-Summer-2016.pdf>

(Updated February 2018)