



Building brighter futures.™

# Trustee Information Pack

## A message from our Founder/CEO

Firstly, let me take this opportunity to thank you for your interest in joining our Board of Trustees.

S.M.I.L.E is a Counselling and Training service based throughout West Lothian and was founded in June 2015. Our aim is to deliver counselling and mental health support to children and young people aged 11 years to 24 years as soon as they need it. S.M.I.L.E was set up in reaction to me experiencing the extensive waiting times that children and young people faced from other services which often led to their mental ill health deteriorating.

We pride ourselves on being a fully engaged, driven and passionate service and our team resonates this throughout as well. Everyone **S**upports, **M**otivates, **I**nspires, clients and students **L**eading to self-**E**mpowerment.

Whether you are a trustee, manager, counsellor, trainer, administrator, trainee or volunteer, everyone has an equal part to play in the successful delivery of this service to young people.

The experience and skills of our Trustees is invaluable and instrumental to continuing the positive work that S.M.I.L.E Counselling carries out for all our clients, partners, and students. You will not only be joining a team of consummate professionals, but you will be joining the S.M.I.L.E Family.

I hope that the following information will be beneficial as you consider if your skills and experience would be suitable to the governance of the charity.



Declan Harrigan  
Founder/CEO

## Our Mission

- To promote the mental health and well-being of young people who are affected by disadvantages in society due to their age, gender, race, religious beliefs, or sexual orientation.
- To provide an outreach service, working in partnership with other community organisations to be integrative and adaptive within the community to provide a bespoke holistic service.
- To advance education and skills development of children, young people, and adults to improve the chances of educational attainment/sustainable employment.
- To develop knowledge and skills around mental health and well-being through formal training and workshops available to all.

## How we deliver

- Face to Face Counselling directly at our Livingston offices
- Face to Face Counselling in 5 Secondary Schools
- Unique for West Lothian, Face to Face Counselling in an Outreach, Walk n' Talk approach
- Remote Counselling
- Face to Face COSCA Certificate in Skills Training
- Remote COSCA Certificate in Skills Training
- Remote Mental Wellbeing and Health (M.W.A.H) training
- Face to Face group mental wellbeing discussions in Secondary Schools and with partner organisations
- Provision of Support materials online directly from our website
- Provision of clinical placement opportunities to Counselling and Psychotherapy Students
- Working in Partnership with local Charities and Organisations

## What we have delivered



820 Client Referrals Received



5,473 client hours offered



26% of our client are attending, awaiting, or been discharged from CAMHS



44% of our clients are residing within areas of higher deprivation



Delivery, including current delivery, of 5 COSCA Certificate in Counselling Skills cohorts



Design, Delivery and SQA validation of Mental Wellbeing and Health Course



Provision of clinical supervision placements to students from 4 educational providers

## S.M.I.L.E.'s Board of Trustees

The Board of Trustees hold duties and responsibilities under the Charities and Trustee Investment Act (Scotland) 2005 and take on the ultimate legal and financial responsibility for all the activities of the Charity. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

Our Trustees offer their time, experience, and networks for the benefit of the charity. The Board works closely with the Founder/CEO and the team who work remotely, within Schools and at the S.M.I.L.E. office in Livingston.

Profiles of current Board members can be found here: [SMILE Counselling Trustees](#)

## The Role of the Board of Trustees

### Vision and Leadership

- To be committed to the vision, mission, and values of the Charity.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the Charity and the wider issues that affect its work.
- To ensure the work of the Charity is monitored and evaluated.

### Accountability & Legal Responsibilities

- To ensure the Charity complies with its governing document (e.g., constitution, memorandum, and articles of association).
- To ensure the Charity keeps to the law, including charity and company law.
- To ensure the Charity makes efficient use of resources, that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the Charity, staff, volunteers, and service users are at an acceptable level and are effectively managed.
- To be accountable to membership, funders, and other stakeholders.

### Financial & Staff Management

- To understand the financial position of the Charity.
- To ensure the Charity finances are properly managed.
- To ensure the Charity operates within its agreed accounting policies.
- To ensure adequate financial resources for the Charity.
- To contribute to fundraising strategies.
- To ensure the Charity is properly insured against all reasonable liabilities.
- To ensure the Charity is a responsible employer and adheres to legislation.
- To effectively support and manage the chief officer.

## Qualities and Skills of Board of Trustees

- Good leadership skills.
- Understanding of and commitment to the Charities mission & values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences
- Good time keeping.

## Time Commitment Required

The term of office for Trustees will be specified in your constitution or Memorandum of Articles

The role generally requires a commitment of 6 hours every month which will include a monthly board of trustees meeting.

## OSCR

The office of the Scottish Charity Regulator (OSCR) has provided full detail of the responsibilities and duties of a Charity Trustees in Scotland. This 'Guidance for Charity Trustees', document can be found here:

<https://www.oscr.org.uk/managing-a-charity/trustee-duties>

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

## GDPR

The Charity is required to share personal information of Board members in the following ways:

- As a Company Limited by Guarantee we must register Trustees as directors with Companies House
- As required to support grant and tender submissions
- With banking institutions and insurance companies; specifically in relation to professional indemnity insurance cover

## Applications

Applications are welcome from individuals who have a knowledge of, and passion for working within the third sector concentrating on, the mental health of Children and Young People.

Please complete our [Trustee Application Form](#)

Please note that Sections 178 and 180 of the Charities Act 2011 disqualifies anyone from holding a Trustee position who:

Is under a disqualification order relating to the Company Directors Disqualification Act 1986

Has an unspent conviction involving deception or dishonesty

Is an undischarged bankrupt

Has previously been removed by the court or the Charity Commissioner as a Trustee

Has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011