



Trustee Role Description

Accountability

As the Board of Trustees are responsible and liable for the governance and functioning of the organisation, they are accountable to stakeholders including residents, the Charity Commission, Companies House and The Regulator of Social Housing.

Overall Purpose

The Board of Trustees are responsible for determining vision and strategy, directing controlling and scrutinizing the organisation's affairs, in accordance with the governing document, legal and regulatory guidelines.

It is important that the distinction between the Trustee Role and that of operational management is maintained.

Duties of a Trustee

- to ensure that the organisation complies with its governing document, and any other relevant legislation or regulations.
- to ensure that the organisation pursues its objectives as defined in its governing document
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- to contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organization, and act in its best interest at all times.
- to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper

investment of the organisation's funds

- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the Chief Executive and monitor their performance
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff.
- to keep informed about the activities of the organisation and wider issues which affect its work

Trustee person specification

Each trustee must have:

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- good interpersonal skills
- an ability to think creatively
- a willingness to speak their mind
- an ability to work effectively as a member of a team

Each Trustee must sign a declaration of eligibility form, attached as appendix 1.

The Board of Trustees will need a range of relevant skills and experience, such as:

- setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- financial management
- supported housing
- housing management and property development
- knowledge of mental health services and services for other disadvantaged groups
- legal matters
- recruitment and personnel management, including a knowledge of employment legislation
- marketing / fundraising / social media
- information technology
- education and learning