

# Trustee

## Role Description

With other Trustees, to hold Home-Start Havering in trust for current and future beneficiaries by:

- providing leadership and direction for the scheme within the ethos and values of Home-Start
- ensuring that the scheme has a clear mission, vision and strategic direction and is focussed on achieving these
- being responsible for the effective performance and management of the scheme
- ensuring that the scheme complies with all legal and regulatory requirements, the objects of the charity, the governing documents including the Home-Start Standards and Methods of Practice and the Agreement and quality standards
- securing and acting as guardians of the scheme's assets
- ensuring that the scheme's governance is of the highest possible standard
- undertaking an ambassadorial role for Home-Start
- appointing sub-committees and agreeing their terms of reference.

### Responsibilities:

- setting the strategy and undertaking the strategic management of the scheme.
- ensuring that the scheme pursues its objects as defined in the governing documents
- ensuring the scheme accounts for its activities to its funders, the relevant Charity Regulators, its members, the local community and others
- ensuring that the scheme applies its resources exclusively in pursuance of its objects.
- ensuring the financial stability of the scheme
- ensuring proper accounting records are kept
- ensuring the proper investment of the scheme's funds.
- ensuring that the major risks to which the scheme is exposed are reviewed annually and managed
- ensuring the effective and efficient administration of the scheme
- approving the scheme's policies
- ensuring the scheme fulfils its responsibilities as a good employer and is an effective manager and supervisor of staff and volunteers
- ensuring the scheme is appropriately insured
- protecting and managing the property of the scheme
- monitoring and evaluating the work of the scheme and contributing to quality assurance self assessments and reviews
- safeguarding the good name and ethos of Home-Start.

## **Duties:**

### **Collective**

- approving the strategic plan annually and monitoring progress against it
- determining/approving the annual budget and monitoring progress against it
- preparing and approving the annual report and accounts
- ensuring compliance with the Home-Start Agreement and Quality Assurance system.

### **Individual**

- attending meetings of trustees
- playing an active part in the trustees' meetings and deliberations
- exercising due care and attention and using reasonable skill in dealing with the scheme's affairs
- using own skills, knowledge and experience to help the trustees reach sound decisions
- taking the lead in any trustees' activities where the trustee has special knowledge
- avoiding any conflict of interests
- sitting on committees when required
- sitting on recruitment and disciplinary panels if required
- reflecting annually on the board's performance and your own performance as a trustee.
- taking part in Quality Assurance self assessments and reviews
- ensuring that major decisions and policies are made by trustees acting collectively.

### **Person specification for a trustee – model**

- Commitment to the scheme.
- 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.