

Home-Start Stroud & Dursley

Trustee Roles & Responsibilities

Trustees

The law defines charity trustees as “the persons having the general control and the administration of a charity.” In ‘control’ means being able to take part in making decisions about the administration and management of the charity by voting and by speaking to influence how the other trustees vote.

Trustees may be called management committee members if the scheme is unincorporated or if incorporated they may be referred to as directors. In Home-Start we refer to trustees rather than directors. No matter what title is given, if a person is a member of the governing body and is entitled to take part in the decision making process and vote at meetings then they are a charity trustee. It is the overall responsibility of trustees to ensure that the scheme is well governed.

Trustee Role Description

Roles:

With other trustees, to hold Home-Start Stroud & Dursley 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 –

- 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.
- Abiding by Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.