

## Role description

<b>Role title:</b>	<b>Trustee</b>
<b>Responsible to:</b>	Chair of the Board of Action Homeless
<b>Hours:</b>	Approximately 4 hours a month
<b>Salary:</b>	Unpaid

## Role Purpose

To provide strategic leadership to Action Homeless to ensure that it delivers its ten year vision *to be one of the UK's leading organisations in the prevention and eradication of homelessness*. Integral to delivery of the vision, the leadership of the Board should ensure that Action Homeless is a growing, robust and sustainable business, delivering services to homeless people in accordance with our values and in partnership with colleagues and the community.

## Overall Responsibility

Trustees have the ultimate responsibility for directing the affairs of Action Homeless and ensuring it is solvent, well run and fulfils its duty to our beneficiaries by delivering on our vision, strategic aims and values.

## Key Responsibilities

### 1. Governance and Compliance

Each Trustee must work with the Chair, other Trustees and the Chief Executive to:

- 1.1 Establish and promote our values, vision, strategic aims and objectives.
- 1.2 Ensure that Action Homeless pursues its objectives as defined in our Memorandum and Articles of Association.
- 1.3 Ensure that policies, operations and priorities are in keeping with our aims.
- 1.4 Monitor and review performance against our strategic aims and key activities and ensure that all our activities fall within our stated objects.
- 1.5 Ensure Action Homeless functions within the legal and regulatory framework of UK Charity Law and working with the Chair and the CEO, ensure robust corporate governance, in accordance with relevant law and best practice.

- 1.6 Ensures the financial stability of Action Homeless and uphold the fiduciary duty invested in the role of Trustee.
- 1.7 Ensure compliance with all relevant statutory and legal frameworks including for example Health & Safety, employment and equality.
- 1.8 Ensure an effective organisational risk management process is undertaken and reviewed.
- 1.9 Ensures our property is protected and managed and to ensure the proper investment of Action Homeless funds.
- 1.10 Safeguard our good name and values and represent Action Homeless at functions and meetings as appropriate.

## **2. Strategic Development, Policy and Performance**

- 2.1 Be adequately informed about the work of Action Homeless, monitor significant changes in the external environment.
- 2.2 To contribute actively to the Boards role in giving firm strategic direction to our organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- 2.3 Contribute where appropriate specific skills, knowledge and experience.
- 2.4 Working with the Chair, ensure the effectiveness of the Board and strategic leadership of the organisation.
- 2.5 Ensure the organisation is fit for purpose and able to adapt and thrive in a challenging environment.

## **3. Practice**

- 3.1 Regularly attend and adequately prepare for meetings of the Board and any Committees.
- 3.2 Periodically visit our operations and keep informed of the services Action Homeless delivers.
- 3.3 Respect and observe in practice the distinction between the duties of Trustees and those of the Chief Executive and staff
- 3.4 Maintain good relations and communications with other Trustees
- 3.5 Participate in the Board's regular review of our governance structure and the Boards and their own performance

- 3.6 To appoint the Chief Executive and participate in monitoring and evaluating his or her performance
- 3.7 Declare an interest in any matter in which he or she or any individual or organisation with which he or she is connected stands to gain an advantage and take no part in the decision made by the Board on that matter
- 3.8 By agreement perform such tasks as may be requested from time to time by the Board, Chair or Chief Executive

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