

Trustee Role Description



Remuneration	The role of Trustee is not accompanied by any financial remuneration, although out of pocket expenses may be claimed.
Location	Brighton & Hove Seaside Community Homes Unit F, Hove Technology Centre St Joseph's Close Hove BN3 7ES
Time Commitment	1 x Induction Meeting with CEO (2 hours) 1 x Induction Pack Reading (2-3 hours to read background information & policy documents) 4 x Meeting Preparation (2 hours to read through papers) 4 x Board Meetings per year (2-3 hours per meeting) 4 x Training Sessions per year (2 to 4 hours per session)
Reporting to	The Board of Trustees

Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of Trustee is to ensure that Brighton & Hove Seaside Community Homes fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

- **Vision**

The vision for the charity is: Creating opportunities – building communities

- **Mission Statement**

The mission of the charity is: 'we provide good quality, safe and stable accommodation as a cornerstone for people to reach their potential'

- **Organisational Values**

1. **Anticipation** - we are forward looking and seek to shape the future
2. **Relationships** - we build partnerships and recognise collaboration as a key to success
3. **Openness** - we are intellectually curious and open to new ideas
4. **Challenge** - we refuse to accept the status quo or to be constrained by current thinking
5. **Creativity** - we seek to release the creativity of all colleagues in the organisation
6. **Progression** - we focus our efforts in the direction of a vision
7. **Results** - we concentrate on getting the job done and making a difference
8. **Excellence** - we continually strive to improve and to be the best at what we do

- **The Objects for which the Company was established are:**

- ❖ to provide for rent houses or hostels and any associated amenities for persons in necessitous circumstances upon terms appropriate to their means;

- ❖ to provide for aged, disabled (whether mentally or physically) or chronically sick persons in need thereof houses or hostels and any associated amenities specially designed or adapted to meet the disabilities and requirements of such persons;
- ❖ to provide services, advice or assistance upon terms appropriate to their means to aged, disabled (whether mentally or physically) or chronically sick persons in need thereof and providing any associated amenities specially designed or adapted to meet the disabilities and requirements of such persons.
- ❖ the relief of poverty amongst the residents of the local authority area in which the Company owns or manages housing stock.
- ❖ the advancement of education, training or retraining, particularly among unemployed people and providing unemployed people with work experience.
- ❖ the maintenance, improvement or provision of public amenities for the public benefit in the interests of regeneration in areas of social and economic deprivation in the administration area of the Council.

The Statutory Duties of a Trustee:

- To ensure the organisation complies with its governing document (Memorandum and Articles of Association), charity law, company law 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 charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation when representing the organisation at functions and meetings. Where a Trustee is specifically representing the organisation in an ambassadorial capacity, this and any key messages or presentations will be agreed in advance by the Chief Executive or the Chair.
- To ensure the effective and efficient administration of the organisation.
- 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.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

Additional Key Duties of a Trustee:

- To declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the organisation and other Trustees.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To attend meetings and read papers in advance of meetings.
- To attend sub-committee meetings as appropriate.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- To participate in other tasks that may arise from time to time, such as interviewing new Trustees and helping with fundraising.
- In addition to the various statutory duties, each Trustee should make full use of any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

In addition with other Trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Trustee Person Specification

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity.

Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation

- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- A commitment to the organisation and its objectives.
- A willingness to devote the necessary time and effort to their duties as a Trustee.
- An ability to think creatively, to make unpopular recommendations to the Board, and a willingness to speak their mind
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive
- An adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Any other specific technical competencies will be set out at the time of the advertising.

Terms

A Trustee will serve a three-year term to be eligible for re-appointment for two additional terms. Maximum term 9 years in total.

Upon completion of three terms, s/he shall retire at the next general meeting to be held nine years after the calendar month of the date of his or her appointment.