



Role Title: Trustee

Purpose of role

The board of trustees collectively lead the charity's overall governance.

The responsibilities of a trustee

1. To ensure that the charity complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
2. To co-construct and implement a business plan (with the CEO and Executive Team), set clear objectives, and ensure the charity stays focused on its charitable objects (as defined in its governing documents).
3. To ensure the continued financial stability of the charity, control the organisation's finances, and ensure the charity uses its resources exclusively in pursuance of its objects.
4. To protect and manage the charity's assets and ensure the proper investment of the charity's funds.
5. To scrutinise the charity's activities, ensuring that quality standards are met and that contract, legal and regulatory compliance is achieved.
6. To ensure the charity has appropriate policies, processes, and resources (as per an agreed policy schedule and according to the delegated authorities).
7. To safeguard the reputation and values of the charity.

8. To ensure the effective and efficient administration of the charity.
9. To ensure the management of corporate risk.
10. To provide support and constructive challenge to the CEO and Executive team.
11. To ensure that the trustee board are up to date and skilled to fulfil their roles.

The board meet a minimum of eight times per year, holding various subcommittees meeting in between. There is also an annual half-day strategy session and general meeting. There is an expectation that trustees contribute to the work of various sub-committees and other organisational processes as required.

The Board delegates day-to-day leadership and management of the charity to the Chief Executive and Executive Leadership Team [described in a schedule of delegated authority].

Board Member's duties in support of the above:

- To regularly attend and actively participate in board meetings and contribute in such a way as to assist the board in reaching sound decisions.
- To attend 75% of board meetings, sub-committees, and strategy days (approximately 20 hours per year of meeting time, plus preparation time).
- To arrive at meetings fully prepared
- To focus on key issues
- To collectively take decisions about the future of Goleudy
- To scrutinise board papers, offer critical analysis and ask relevant questions

- To provide input in areas of specific expertise
- To guide the executive and other board members on topics of related expertise
- To sit on recruitment, disciplinary and grievance panels as required
- To contribute to governance development activities, including individual and group appraisals
- To act as a role model and ambassador for our values
- To demonstrate commitment to the charity's vision
- To hold fellow board members and the executive leadership team to account
- To make regular visits to services
- To undertake training
- To approve policies
- To ensure that decisions taken at board meetings are appropriately implemented
- To support the CEO in recruiting senior staff
- To support the CEO in defining and applying assessment criteria for the leadership team
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Core Competencies

Board Members are expected to:

- Be good communicators and contribute strongly at meetings
- Have developed emotional intelligence and interpersonal skills
- To contribute at a pace commensurate with the completion of board business within the given timescale
- Show curiosity about the breadth of our work as an organisation and the national and international developments in the field, e.g. homelessness prevention, substance use –

harm reduction, managing poor mental health, therapeutic and psychological interventions, and options for people leaving prison.

- Be fluent in the practices of applying scrutiny, managing risk, developing strategy, and ensuring probity
- Driven by integrity, vision, and sound judgement.