



HOME-START WOKINGHAM DISTRICT

Role description for a trustee

Roles:

With other trustees to hold Home-Start Wokingham District 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 focused 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 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, financial 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.

TREASURER ROLE DESCRIPTION

The overall role of a treasurer is to:

- maintain an overview of the scheme's financial affairs
- ensure its financial viability
- ensure that proper financial records and procedures are maintained.

General responsibilities

- To ensure that the scheme complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the scheme pursues its objects as defined in its governing document.
- To ensure the scheme applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the board of trustees' role in giving firm strategic direction to the scheme, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Home-Start and the scheme.
- To ensure the effective and efficient administration of the scheme.
- To ensure the financial stability of the scheme.
- To protect and manage the assets of the scheme.
- To ensure the scheme complies with the Quality Assurance standards and criteria relating to financial management.

In addition to the above statutory duties, each trustee should use 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
- focusing on key issues
- providing guidance on new initiatives
- other issues in which the trustee has specific expertise
- sitting on recruitment, discrimination and grievance panels as required
- contributing to sub committees and working groups.

Additional duties of the treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Being assured that the financial resources of the scheme meet its present and future needs.
- Ensuring that the scheme has an appropriate reserves policy.
- The preparation and presentation of regular financial reports on income and expenditure to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the scheme's strategic plans.
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
- Ensuring the scheme's compliance with legislation.
- Ensuring equipment & assets are adequately maintained and insured.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies i.e. The Charity Commission and/or the Registrar of Companies.
- Where external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the scheme.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.