



ROLE DESCRIPTION

TITLE: Trustee / Director ¹

REPORTS TO: Board of Trustees

WHO ARE HOMELINK

Homelink is a local charity dedicated to the wellbeing of older people and their unpaid carers. We believe that everyone should be able to live a meaningful life in which they feel engaged, purposeful, and connected within their community. To that end we provide both day care for those that need it and vital respite and social and emotional support for carers.

PURPOSE OF THE ROLE

Trustees play a vital role in making sure Homelink achieves its mission. They oversee the overall management and administration of the charity. They also ensure that Homelink has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the CEO and management team to enable Homelink to grow and thrive and through this achieve Homelink's mission.

Board members have collective responsibility. This means that trustees always act as a group and not as individuals.

PRINCIPAL TASKS

The duties of a Trustee (and Director) of Homelink are as follows:

- Supporting and providing advice on Homelink's vision, goals, and activities.
- Ensuring that Homelink evaluates performance against agreed targets.
- Ensuring that Homelink pursues its stated objectives, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that Homelink complies with its articles of association, charity law, company law and any other relevant legislation or regulations.
- Approving operational strategies and policies and monitoring and evaluating their implementation.

¹ As a company limited by guarantee, Homelink is subject to both charity law and company law and therefore the members of the governing body, the Board, are company directors and charity trustees.

- Ensuring that Homelink applies its resources exclusively in pursuance of its charitable objects for the benefit of the public overseeing financial plans and budgets and evaluate progress.
- Ensuring the financial stability of the organisation
- Safeguarding the good name and values of Homelink
- Protecting and managing the property of Homelink and ensuring the proper investment of its funds
- Ensuring that key risks are being identified, monitored, and effectively controlled.
- Providing support and challenge to Homelink's CEO.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive officer
- Contributing to the review of Homelink's own governance. Attending board meetings prepared to contribute to discussions.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge, or experience that they have, to help the board of trustees reach sound decisions. This involves scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

PERSON SPECIFICATION

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking of the Board. Previous governance experience is not necessary, induction and training are provided. We welcome applications from all ages and backgrounds.

Essential

- Willingness and ability to understand and accept their legal responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- A commitment to the organisation
- A willingness to devote the necessary time and effort, examples being attendance at Board Meetings, taking an active role in Committees as a trustee you are assigned to work on and volunteer time.
- An ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board and team member.
- Effective communication skills and a willingness to speak their mind.
- A strong personal commitment to equity, diversity, and inclusion.

Currently desirable (but not exclusively)

- lived experience of having been a carer
- experience of working in the voluntary sector

- knowledge and understanding of the issues affecting older people and their carers.
- experience of fundraising through campaigns, businesses, or events.
- marketing / communications skills and experience
- representative of the local community.

TERMS OF APPOINTMENT

TERMS OF OFFICE

- Trustees are appointed for a 3-year term of office, renewable for a further term to a maximum of 6 years. The Board may resolve that exceptional circumstances may apply in which case a trustee may serve one further term of a maximum of 3 years.
- This is a voluntary, unpaid position.

TIME COMMITMENT

- Approximately 2 hours a week on average but not spread evenly across the year. This may often be in larger blocks of time and include:
 - Attending 6 Board meetings annually. Currently meetings are held bi-monthly in person at Homelink
 - Attending subcommittees of the Board, which are also bi-monthly.
 - Ad hoc and occasional support through working groups and/or support to the CEO and management team
 - Representing Homelink at events such as networking, recruitment, fundraising and social.