

Emmaus Colchester

Trustee Role Description

The role of the Trustee is to utilise his/her personal skills, experience and knowledge to help lead Emmaus Colchester in the running of our core offer, which is to provide a bed and a reason to get out of it. The Trustee is expected to be an active and contributing member of the board, ensuring compliance in all areas of legislation, policy and procedure and setting the strategic direction of the Community.

**Key responsibilities include:**

* Ensure that Emmaus Colchester complies with its governing document, policies and procedures, Charity and Company Law and any other relevant legislation or regulations.
* Ensure that Emmaus Colchester pursues its objects, aims and mission.
* Ensure Emmaus Colchester uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, aims and mission no matter how worthwhile or charitable those activities are.
* Give firm strategic direction to Emmaus Colchester, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Safeguard the good name and values of Emmaus Colchester.
* Ensure the effective and efficient administration of Emmaus Colchester and overview of staff and community cohesion.
* Ensure the financial stability of Emmaus Colchester and that funds are used appropriately.
* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
* To sit on an appropriate sub-committee or advisory group, providing support to the group. You may be required to lead the group and report the group activities to the board.
* To attend appropriate training events.
* From time to time, attend functions and other meetings in the interests of Emmaus Colchester.

Other Duties

In addition to the above, each Trustee should use any specific skills, knowledge or experience he or she has 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 and how Emmaus Colchester might grow and improve
* Other issues in which the Trustee has special expertise
* Attending meetings
* Providing support and guidance to staff, volunteers, companions and trustees as and when appropriate - for example supporting and being involved with recruitment

Time Commitment

Trustee Board Meetings are held every six weeks on a mutually convenient afternoon from 3.00pm to 6.00pm at the Community House.

There are also ad-hoc meetings, sub-group meetings and an annual Away Day which Trustees are expected to attend. There will also be shadow days and days where the social enterprise may need your help answering the phone, volunteering in the shops or warehouse.

Person Specification

* Commitment to the values and ethos of Emmaus Colchester
* Willingness to devote the necessary time and effort
* Good strategic vision
* Good, independent judgement
* Ability to think creatively
* Willingness to speak their mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
* Ability to work effectively as a member of a team
* Respond to emails and phone calls in a timely manner
* Treat all companions, staff and volunteers with respect