



## **Emmaus SLC Trustee Role Description**

The board of Emmaus SLC has up to 8-12 trustees and is made up of people with a diverse range of professional and personal backgrounds, experiences and skills, all contributing towards our governance.

### **The role of a trustee**

Trustees are responsible for providing appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes.

Trustees share formal responsibility for the charity and must act in its best interests, regardless of how they're elected or appointed. Some trustees may take on specific roles on the board, such as chair, vice-chair, secretary and treasurer. These roles are often known as honorary officer roles, and can only take on specific duties if they have been authorised to do so.

### **Statutory duties of trustees**

1. Attend Board meetings as required (currently six times a year)
2. Ensure that Emmaus SLC complies with its governing documents, charity and company law and any other relevant legislation, or regulations
3. Understand the charitable purpose of Emmaus SLC (as defined in its governing documents) and ensure it meets its charitable purpose
4. Work with the Chief Executive and Senior Leadership Team to ensure Emmaus SLC is accountable and uses its resources responsibly and exclusively in pursuance of its charitable purpose
5. Give clear strategic direction to Emmaus SLC within the parameters of the federation-wide strategic plan, ensuring policies are in place, goals are defined, targets set and performance evaluated
6. Safeguard the reputation, goodwill and ethos of Emmaus SLC
7. Ensure the effective and efficient administration of Emmaus SLC
8. Ensure the financial stability of Emmaus SLC
9. Work with the Chief Executive and Senior Leadership Team to protect and manage the property and assets of the charity and to ensure the proper investment of the charity's funds
10. To sit on an appropriate sub-committee or advisory group for the charity
11. To attend appropriate training events
12. From time to time, attend functions and other meetings in the interests of Emmaus SLC

## **Other duties**

In addition to the above, each trustee should use reasonable care and skill to act in the charity's best interests and comply with the Charity Governance Code. This will include using any specific skills, knowledge or experience he or she has to help the Board of Trustees reach sound decisions as part of a robust governance framework. This may involve being a 'critical friend' to the charity, undertaking activities including:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Representing the charity if invited to do so by the Chief Executive
- Other issues in which the trustee has special expertise

Both staff and companions welcome Trustee engagement in the Community. This could be as little as a 3 or 4 hours at Emmaus SLC every 2 or 3 months, just showing a visible presence and chatting to Companions.

There is no need for Trustees to volunteer in the business or in day-to-day activities, however it is greatly appreciated if they can briefly attend some events such as cake sales, quiz nights, BBQs, table tennis tournaments, and other social and/or fund raising events. This could be for as little as 2 hours every 3 or 4 months, usually on a Saturday morning or a weekday evening.

## **Person specification**

- Commitment to the values and ethos of Emmaus SLC
- Willingness to gain an understanding of the homeless sector and our client group
- Willingness to devote the necessary time and effort to fulfil the Trustee role
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to challenge effectively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team