

## **TRUSTEE - ROLE DESCRIPTION**

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As part of Hackney Doorways Board (HD), Trustees play a vital role in ensuring that the organisation delivers its charitable objectives, remains financially sound and complies with its legal and regulatory responsibilities.

Trustees work collaboratively, providing support, insight and constructive challenge to help shape HDs strategy, and enhance our effectiveness and charitable impact.

The responsibilities of a Trustee are:

- Ensuring that Hackney Doorways pursues its charitable objects, and complies with its Memorandum and Articles of Association, charity and company law and any other relevant legislation or regulations
- Ensuring that the organisation develops a long term strategy defining its goals and evaluating performance against agreed targets
- Safeguarding the good name and values of Hackney Doorways
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Managing the property of the charity and ensuring the proper investment of the charity's funds
- Acting as 'critical friend' to the Director.
- Attending Board meetings ensuring that all meetings are quorate
- Representing the organisation at functions and meetings and acting as a spokesperson as appropriate.

In addition to the above 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, serving on any committees which may be established, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

Trustees are expected to support the charity's day to day work, in particular fundraising and training recognising the limited resources available to support Hackney Doorways.

### **Person specification**

- A commitment to the organisation and its values
- A commitment to meeting the needs of homeless people in the local community
- An ability to work collaboratively with other trustees, staff and volunteers
- A willingness to devote the necessary time and effort
- An ability to think strategically and creatively
- A willingness to speak their mind and to challenge constructively
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

A trustee will initially serve for a period of three years but will be eligible for reappointment for up to a further two terms, each of three years. A trustee may serve for longer than 9 years if it would be in the best interests of the charity for them to do so.