

## Trustee Role Description and Person Specification

The role of every person contributing to Home-Start Edinburgh is to work towards our strategic aim: that “every family has the support they need, to give their children the best possible start in life, enabling them to take up and benefit from the opportunities available to them”.

We do this by:

- Offering families **choice**
- Working in **partnership** – with each other, with families, and with other agencies
- Working in the spirit of **openness, encouragement and enjoyment**
- Being **flexible and responsive** to the needs of families.

The Office of the Scottish Charity Regulator (OSCR) states that a charity trustee must:

- Act in the interests of the charity
  - o You must operate in a manner consistent with the charity’s purpose
  - o You must manage any conflict of interest between the charity and any person or organisation who appoints trustees
- Comply with the Charities Act
  - o Ensure details on the Scottish Charity Register are up to date
  - o Report any changes to OSCR
  - o Be diligent about financial records and reporting, and fundraising
  - o Provide the right information to the public.

## Trustee Responsibilities

With other Trustees, to hold their Home-Start in trust for current and future beneficiaries by:

Providing leadership and direction for the organisation within the ethos and values of Home-Start

- Ensuring that the organisation has a clear mission, vision and strategic direction and is focussed on achieving the above
- Ensuring that the organisation 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 organisation's assets
- Ensuring that the organisation's governance is of the highest standard
- Undertaking an ambassadorial role for Home-Start
- Appointing sub-committees and agreeing their terms of reference
- Ensuring the organisation accounts for its activities to its funders, the Office of the Scottish Charity Regulator (OSCR), its members, the local community and others
- Ensuring the financial stability of the organisation, including but not limited to, good accounting processes and proper investment of the organisation's funds
- Ensuring that the major organisational risks are managed reviewed annually
- Ensuring the effective and efficient administration of the organisation
- Approving the organisation's policies
- Ensuring the organisation fulfils its responsibilities as a good employer and is an effective manager and supervisor of staff and volunteers.

## Trustee Duties

### Collective

- Approving the annual strategic plan 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
- Taking care and attention and using reasonable skill dealing with the organisation's affairs
- 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

## Trustee Person Specification

- Commitment to the organisation
- 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, 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.