

## Trustee Information

Home-Start Edinburgh is a volunteer led family support charity, supporting families across Edinburgh who have at least one child under 5.

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”.

Through our 1:1 support and group work, delivered largely by our valued network of volunteers, we work alongside families to ensure they have the support they need, at the right time, to give their child the best start in life.

Home-Start Edinburgh is a Registered Charity, and a Limited Company by guarantee.

We are governed by a Board of Trustees (also called Directors) who meet quarterly. Part of the Trustee role is to ensure there is accountability within our organisation, that we operate in line with our values, and that what we do is working towards achieving our outcomes.

These are that:

- Parents are confident and have positive relationships with their children
- Children are ready for nursery and school
- Families can engage fully with their communities and other local services

The values that underpin this work are:

- We offer families **choice**
- We work in **partnership** – with each other, with families and with other agencies
- We work in a spirit of **openness, encouragement and enjoyment**
- We are **flexible and responsive** to the needs of families

## **What past trustees have said about their experience with Home-Start Edinburgh**

*"Being the Treasurer and a Trustee at Home-Start Edinburgh has been brilliant.*

*It's great to have been part of supporting a local charity that's genuinely making a difference to families right here in Edinburgh. I've really enjoyed working with a talented bunch of people and I'm proud of what I've seen Home-Start achieve during my time in this role."*

**"It gives me a link to the community that I would not have otherwise"**

*"A sense of satisfaction that in some small way you are helping someone else by sharing some of your time"*

**"I am acutely aware of the role early years has to play and how interventions at the right time can make such a difference and am keen to contribute in this area."**

## **The Trustee Commitment**

The Home-Start Edinburgh Board meets quarterly in addition to an AGM and strategy session in late November. Between meetings there is contact by email to deal with ad hoc issues.

The Board delegates responsibilities to different sub-groups, who have specific related expertise. Trustees will belong to one sub-group.

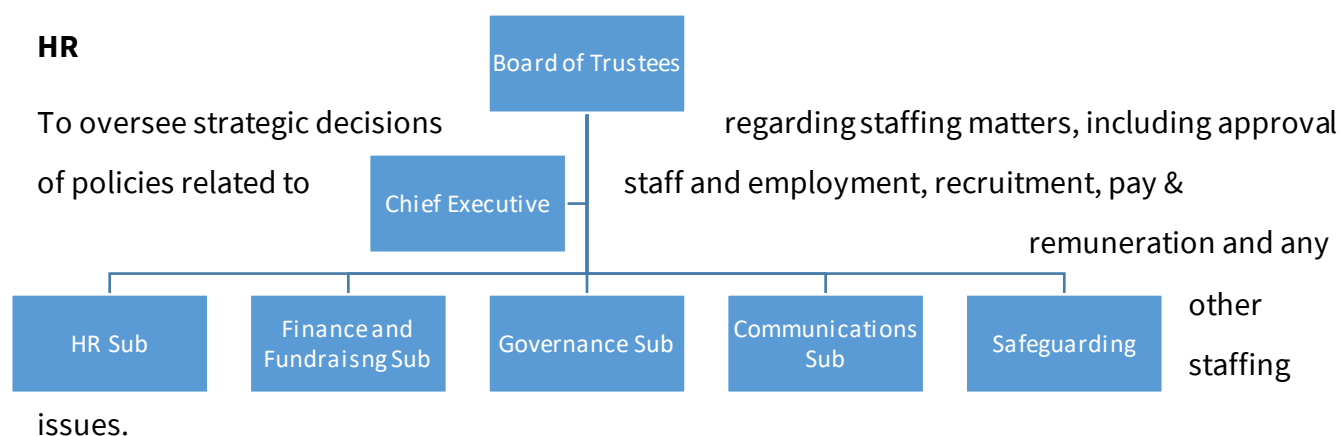
These sub-groups also meet quarterly, usually in the month before the Board meeting, deliberate on issues and provide recommendations to the Board.

These commitments equate to approximately 2-3 hours a month of volunteering, although this can change depending on circumstances.

## Home-Start Edinburgh Board Sub-Groups

### The Remit of Sub-Groups

#### HR



#### Finance and Fundraising

Responsible for drafting and recommending the annual budget, monitoring this throughout the year and supporting the development of a fundraising strategy to support the organisation's activities.

#### Governance

To oversee the quality assurance activities including, but not limited to, the policy schedule, quality assurance processes and the maintenance of the Home-Start Edinburgh risk register.

#### Communications

Responsible for discussing the communications and engagement activities of the organisation, including external partnerships, press releases, advocacy and campaigning work.

#### Safeguarding

Our Strategic Safeguarding Lead is a Trustee. and meets quarterly with the Leadership Team. Our safeguarding practices and files are regularly reviewed and themes within the work discussed.

## **Training & Expenses**

All trustees must undergo a PVG check as part of the Home-Start Edinburgh Safeguarding Policy and update their Child & Adult Protection training (done within a Board meeting) annually.

Trustees participate individually in an annual check-in with the Chair to review their role and identify any training and support needs.

Trustees are not expected to be out of pocket because of their volunteering.