



TRUSTEE JOB DESCRIPTION

The Faith in Action Merton Homelessness Project (FIAMHP) Board of Trustees and senior staff form the Management Committee.

FIAMHP aims to reflect the diversity of Merton faith communities and other organisations in the membership of its Management Committee.

Trustees are volunteers with active roles in the work of the organisation.

Statutory Trustee responsibilities

Faith in Action Merton Homelessness Project Trustees are to:

- Ensure that the charity pursues its charitable objects as defined in its Constitution, and applies its resources exclusively in furtherance of those objects
- Ensure that the charity complies with its Constitution, charity law, company law, employment law and any other relevant legislation or regulations
- Safeguard the good name, ethos and values of the charity
- Protect and manage the charity's assets, and ensure the proper management and investment of the charity's funds
- Ensure the charity's assets and resources are protected, managed effectively and adequate to meet the charity's commitments.
- Contribute actively to the Management Committee role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.

Trustee activity

Trustees are involved in working groups in which they use their skills, experience and expertise in some of the following areas:

- Ensuring that the work of FIAMHP is focussed on service users and meeting their needs
- Ensuring that the work is taken forward
- Business planning including long-term strategic planning, target-setting, performance monitoring, evaluation, and planning future work in the light of outcomes and changing external circumstances
- Ensure accountability as required by law (Charity Commission, Companies House, HM Revenue & Customs), and others including donors, beneficiaries, staff, volunteers and the general public

- Management of staff, ensuring that there are employment procedures for recruitment, support, appraisal, remuneration, and disciplinary matters and that these are carried out
- Financial direction and budget-setting, management and control, running and presenting the accounts
- Representing the interests of the Merton Homeless Drop-In service users, volunteers and staff
- Volunteering or otherwise acquiring familiarity with life in the Drop-In
- Developing and producing publicity materials, including maintaining a presence on social media and running a website
- Communication and fundraising: liaison with faith groups, local businesses and other organisations
- Foreseeing and attending to legal matters as they arise
- Managing the property in partnership with our landlord the Salvation Army
- Visiting the Drop-In so as to maintain first-hand experience of the work.

Trustee qualities

Each trustee must have:

- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship – see <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- Courage and willingness to speak their mind
- Ability to work effectively as a member of a team.

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