



VCHP Trustee Role Description

The role of a trustee

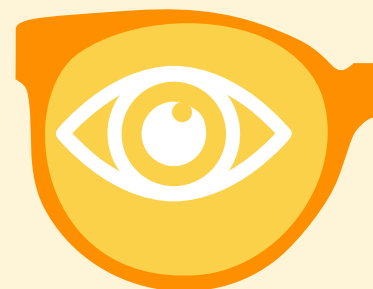
Being a trustee of Vision Care for Homeless People will require you to:

- Work with fellow trustees to shape, drive and monitor the organisation's strategy
- Prepare for and participate fully in board meetings
- Act reasonably in decision making and leadership of the organisation
- Ensure the proper management and administration of the charity
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects
- Promote the work of the charity externally
- Participate in sub-committees
- Manage risks with a considered, proportionate and balanced approach
- Support the Charity's chief executive
- Ensure that the Charity's values and the principles of good grant-making practice are upheld in the delivery of its objectives.
- Become a director of the company Vision Care for Homeless People Ltd, which entails specific duties and obligations outlined by the Companies Act 2006.
- Become a member of the charity as listed in our Memorandum and Articles of Association.

Responsibilities of all trustees

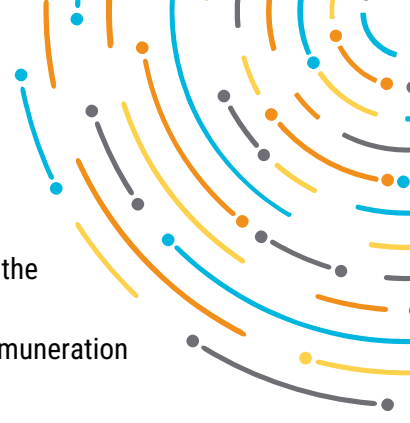
Trustees are responsible for the work that Vision Care for Homeless People does and how it does it. Trustees have several statutory duties, which are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- To ensure the financial stability of the organisation



Helping people experiencing homelessness see a brighter future

Vision Care for Homeless People, c/o Crisis Skylight, 50 Commercial Street, London, E1 6LT
Email: info@vchp.org.uk or see: www.visioncarecharity.org



- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- To follow proper and formal arrangements for the supervision, support, appraisal and remuneration of the chief executive.
- Develops and maintains relationships with key stakeholders
- Represents the charity and its vision and achievements

As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Attributes and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Trustee person specification

- Experience as a trustee of a charity
- An interest in VCHP's charitable work.
- Is committed to the organisation and has sufficient time and willingness to contribute effectively to board proceedings
- Has experience and an understanding of strategy development and organisational change
- Is able to work effectively as a member of a team
- Is willing to speak up and can remain independent of any influence from another organisation or individual
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Can make quick and sound decisions based on an analysis of information presented to them
- Is aware of developments in the voluntary sector and areas of interest to the Charity
- Has a passion for the social sector and social change
- Can manage risks with a balanced and informed approach
- Is committed to Vision Care for Homeless People's principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- An understanding of fund raising and how a charity develops sustainable new income streams

Terms of Appointment

Remuneration

The role of a trustee is not accompanied by any financial remuneration although expenses for travel may be claimed

Location

Working from home

Time commitment in a year

Approximately 6 Board meetings per year which involves about 9 hours minimum.

Sub-group meetings involving around 9 hours attendance.

A trustee strategy day and two VCHP events per year each involving preparation and follow up.

Reporting

You will report to the Chair of the Board of Trustees, and you will work closely with the CEO and the board of trustees.