

Trustee Role Description

Key objectives of the role

- Take responsibility with the rest of the Board for governance of the organisation.
- Ensure that all of St Mungo's activities ultimately further the interests of our beneficiaries and the future sustainability of the charity.
- Support the Chief Executive and the Executive Team achieve the aims and strategy of the organisation.
- Ensure that effective and productive relationships exist between the Board and all partners and stakeholders.

Specific responsibilities of Trustees

- Attend meetings of the Board and, in conjunction with other members make decisions on matters relating to the strategy, policy, financing, functioning, and monitoring of St Mungo's.
- In addition, each Trustee is encouraged to serve on one or two of the Committees.
- Read thoroughly in advance of meetings all papers sent out for discussion, and prepare ideas and contributions accordingly.
- Participate in the work of specialist panels and working groups of the Board and other identified projects/activities, subject to your own availability and your nomination by the main Board (you would not be nominated unless you volunteered).
- Take an active interest and familiarise yourself with the range of activities and services provided by St Mungo's.
- Visit St Mungo's projects and services from time to time to assist with client involvement.
- Participate in recruitment for the posts of Trustee, Chief Executive and Executive Directors, including serving on interview panels.
- Be prepared to use your range of contacts and acquaintances to promote the work of St Mungo's. On occasion this may, subject to agreement, involve representing St Mungo's at public or media events, or leading on an aspect of fundraising.
- Ongoing support of, and liaison with, the Chief Executive.
- Participate in arrangements to appraise the performance of the Chief Executive and to determine the remuneration of the Chief Executive.
- Participate in arrangements for assessment and appraisal of the performance of the Board, and that of individual Trustees.
- Conduct higher level hearings in accordance with St Mungo's formal procedures, e.g. disciplinary and grievance hearings in relation to the Chief Executive and Executive Team; appeal hearings in the case of dismissal of senior staff.
- Follow St Mungo's Diversity & Equity Policy and Codes of Practice at all times in your carrying out of the above duties; monitor the implementation of the Policy and Codes within St Mungo's; and contribute to the furtherance of ED&I practice within St Mungo's.
- Undertake any development activity identified as necessary to support performance in the carrying out of the above responsibilities (any training to be arranged by St Mungo's staff and paid for by St Mungo's).