

Board of Trustees

Role Profile

Trustees' Duties

Collectively, the Board of Trustees will have the following knowledge and experience:

- A sound understanding of effective charitable governance.
- Understanding of accountancy and financial management.
- Experience of strategic planning in a substantive organisation.
- Senior level management experience.
- An understanding of charitable funding.
- Knowledge, understanding, empathy or experience of Branches' areas of work.
- Communications and policy influencing.
- Marketing, PR and Human Resources.

Statutory Duties for all Trustees

- To be a trustee of WFCNS Ltd for the purposes of the Charities Act and a Company Director of the Charity for the purposes of the Companies Act.
- To ensure that WFCNS Ltd complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that WFCNS Ltd pursues its objectives as defined in its Articles of Association.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives, that is, the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To safeguard the good name and values of Branches.
- To declare any conflict of interest while carrying out the duties of a trustee.
- To be collectively responsible for the actions of Branches and other trustees.
- To ensure the financial stability of the organisation both now and by planning and investing for the future.

Trustees' General Duties

- To set and maintain vision, mission and values.
- To maintain effective Board performance, and ensure the financial stability and effective administration of the organisation.
- To contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To monitor the implementation of key internal policies including safeguarding, and health and safety.
- To support the executive management of the organisation, led by the Chief Executive Officer.
- To appoint and support the Chief Executive Officer and monitor performance led by the Chair of the Board.
- To represent Branches at functions and meetings.
- To act as an ambassador for Branches.

Board of Trustees Person Specification

- Knowledge and experience in one of the following: finance, fundraising, business development, marketing, or human resources management.
- An ability to bring a perspective which enhances the skills and experience brought by the existing Trustees.
- An ability to increase the business acumen skill of the Board to secure a sustainable future for the charity.
- An ability to take a strategic view of Branches while understanding operational services.
- Ability to make tough decisions to ensure the long-term sustainability and further development of the organisation.
- Awareness of the principles and practice of risk management and internal control.
- Have a co-operative, frank and open approach to working with other trustees and the executive team.
- Respect the confidentiality of Board and management discussions and the views of others.
- Willingness to learn about the statutory context in which supported housing is funded, commissioned and delivered; and a willingness to keep up-to-date with the ever-changing environment of the provision of support services.

The commitment

This is a voluntary, non-executive role. Board meetings are held every two months, in the evenings at our premises, Branches Hostel.

The appointment will be for an initial three-year term with the potential for renewal for a further three years.

Waltham Forest Churches Night Shelter - WFCNS Ltd

Registered charity no: 1086888

Company no: 3844727