

### ***The WFCNS Board***

*Collectively*, the Board of Trustees is required to have the following knowledge and experience:

- A sound understanding of effective charitable governance
- Understanding of accountancy and financial management
- Knowledge of employment law, company law and charity law
- Experience of strategic planning in a substantive organisation
- Senior level management experience
- An understanding of charitable funding
- Knowledge, understanding, or experience of Waltham Forest Churches Night Shelter's areas of work
- Communications and policy influencing
- Marketing, PR and Human Resources

### ***Statutory Responsibility - All Trustees***

- To be a Trustee of Waltham Forest Churches NIGHT Shelter (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 complies with its governing document, organisation law, and any other relevant legislation or regulations
- To ensure that WFCNS pursues its objectives as defined in its Articles of Association
- To ensure WFCNS applies its resources exclusively in pursuance of its objectives i.e. 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 WFCNS
- To declare any conflict of interest while carrying out the duties of a Trustee
- To be collectively responsible for the actions of WFCNS and other Trustees
- To ensure the financial stability of WFCNS both now and by planning and investing for the future

### ***General Duties – All Trustees***

- To set, review and maintain vision, mission and values
- To uphold effective Board performance; and ensure the financial stability and effective governance of WFCNS
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation through setting overall policy, defining goals and evaluating performance against agreed targets
- To monitor the implementation of internal policies, including safeguarding, GDPR and health and safety

- To represent WFCNS at functions and meetings
- To support the operational management of the organisation, led by the CEO
- To appoint and support the Chief Executive Officer and monitor performance
- To act as an ambassador for WFCNS

### **Trustee - Person Specification**

- An ability to bring a professional perspective which enhances the skills and experience brought by the current Trustees
- An ability to increase the business acumen skill of the Board to ensure a sustainable future for the charity
- An ability to take a strategic view of WFCNS while understanding operational services
- Ability to make tough decisions to ensure the long-term sustainability and further development of WFCNS
- 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 CEO
- Respect the confidentiality of Board and management discussions, and the views of others
- Willingness to learn about the statutory context in which housing and social support is funded, commissioned and delivered; and willingness to keep up-to-date with the ever-changing environment of the provision of housing support services.