

# Job Description Trustee

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<b>Job Title:</b>	Trustee of ROCC
<b>Term of Office:</b>	Elected Annually
<b>Location:</b>	Fairways House, Southampton

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## Job purpose

To be responsible for the good running of the organisation, keeping within its charitable objectives.

## Main tasks

1. To ensure that ROCC complies with its governing document (including pursuing its objects as defined therein), charity law, company law, and any other relevant legislation or regulations.
2. To contribute actively to the Trustee Board's role in giving firm strategic direction to ROCC, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
3. With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
4. To safeguard the reputation and values of ROCC.

## Main duties

### A. Formulating strategic aims

1. Promote the organisation's vision and principles, strategy and major policies at all times.
2. To use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees and working groups, providing advice and guidance, or any other relevant issues in which the trustee as special expertise.
3. Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

### B. Ensuring policies and practices are in keeping with aims

1. Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
2. Reflect the trustees' policies and concerns on all its committees, sub-committees, groups.

### C. Ensuring best practice

1. Be an active member of the trustee body in exercising its responsibilities and functions.
2. Maintain professional relationship with senior managerial staff.

### **Additional Duties**

1. Trustees are required to sign a statement confirming their eligibility to serve as trustees
2. Trustees are expected to declare any real or potential conflicts of interest in accordance with ROCC's policy on this issues
3. Trustees are expected to offer personal commitment to the principles of ROCC's Equal Opportunities Policy, and to implementing equality of opportunity in every aspect of ROCC's work
4. Trustees are expected to volunteer to join sub-committees or working groups as appropriate when required.
5. Trustees are expected to familiarise themselves with the work of ROCC and the roles of staff.
6. Trustees are expected to request and participate in training when appropriate to enable them to fulfil their duties and to develop both individually and collectively.
7. Trustees are expected to provide advice to ROCC staff, particularly the Chief Executive when required.
8. Trustees are expected to fulfil such other duties and assignments as may be required from time to time by the trustee body.

### **Person Specification**

#### **General**

- Knowledge and experience or commitment to the voluntary and community sector; ideally some knowledge of supported housing and of ROCC itself
- Ability to offer commitment to ROCC
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak out
- Ability to listen
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership