

## ROLE PROFILE - TRUSTEE

This document should be read in conjunction with the Trustees' Pack.

### Overview

Trustees take ultimate responsibility for the work of erosh and the way in which it manages the budget to achieve its charitable aims. It is a considerable yet rewarding role focussing on the strategic direction of the organisation, agreeing plans and budgets and holding its consultants to account for the delivery of the plans and day to day service to Trustees and members. Trustees are also legally responsible for ensuring that the organisation complies at all times with charity law, company law and any other relevant legislation or regulations.

### Key Responsibilities

- To ensure erosh has a clear vision, values and strategic direction
- To manage the performance of the organisation
- To ensure erosh complies with appropriate legal and regulatory requirements
- To ensure erosh's governance is of the highest possible standard
- To promote the benefits of erosh membership whenever possible
- To safeguard the good name and values of the organisation
- To grow membership and secure opportunities for the organisation

### Main Duties

- To agree the vision, values and strategic direction for the organisation
- To ensure the business plan/budget reflect the agreed strategic direction and are appropriate
- To ensure erosh has satisfactory control systems and procedures to review its level of risk at least annually
- To monitor the achievements of erosh against key business objectives
- To promote erosh and always act in the best interests of the organisation
- To support other Trustees and Consultants, sharing expertise whenever necessary
- To attend events as an ambassador, to network and promote the work of erosh
- To take a lead role in specific objectives/tasks as agreed at executive meetings

## Essential Qualities and Experience

- Knowledge of the housing and support or related sector
- Commitment to improving the quality of older people's housing and support
- Commitment to developing and maintaining erosh's services and increasing erosh membership
- The ability to work as part of a team and collaboratively with other stakeholders
- The ability to analyse information and situations and make appropriate strategic decisions
- An ability to contribute towards the work of the Trustees and the promotion of erosh
- Commitment to erosh values.
- Commitment to promoting membership and representing erosh at all levels

## Commitment

Being a Trustee does take time and commitment. It is important therefore for you to consider whether you have sufficient time to give to us, and, if appropriate, check your employer is prepared to release you to undertake this role.

The total commitment amounts to about one day per month. Trustees normally meet four times a year during the day in central London and occasionally hold other events. You will need to regularly attend meetings and prepare by reading papers. We expect you to contribute to the development of services and support our part-time Chief Executive; usually by e-mail and occasionally a virtual or real project group. We may also ask you to represent us at meetings or conferences. We expect you to support your nearest erosh network (several of our trustees are also network chairs), and, if there is not a network in your area, play a key role in helping to establish one.

Erosh is a very small charity with part-time staff and consultants so a 'hands on' approach is essential as is the ability to communicate regularly through e-mails and telephone calls.

This is not a remunerated post but reasonable travelling expenses can be claimed if not met by the Chair's employer.

## Any questions

If you would like to discuss the Trustee's role further or have any queries, please contact either our Chief Executive, Rebecca Mollart, on 01446 679524 / 07803 176527 or [ceo@erosh.co.uk](mailto:ceo@erosh.co.uk); or our Chair, Robin Deane, on 01424 728200 / 07703 200253 or [Robin.Deane@optivo.org.uk](mailto:Robin.Deane@optivo.org.uk).