

Trustee role description

1.0 Background

Home-Start Omagh District is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees operating in compliance with the Home-Start UK Partnership Agreement and the NI Charity Commission guidance on good governance.

2.0 Supporting principles

2.1 The role of the Board Trustees have and must accept ultimate responsibility for directing Home-Start Omagh District affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

2.2 Strategic direction

Trustees should focus on Home-Start Omagh District's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles

2.3 Trustee performance – The Nolan Principles

All Charities have a public benefit responsibility and in carrying out their role, Home-Start Omagh District's Trustees are expected to adhere to the Principles for holders of public office.

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** Holders of public office should be truthful.
- **Leadership** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3.0 Trustee Responsibilities



Statutory duties

- 3.1 To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- 3.2 To ensure that the organisation pursues its objects as defined in its governing document
- 3.3 To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- 3.4 To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- 3.5 To safeguard the good name and values of the organisation.
- 3.6 To ensure the effective and efficient administration of the organisation
- 3.7 To ensure the financial stability of the organisation
- 3.8 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- 3.9 To appoint the chief executive officer and monitor his/her performance

4.0 Other Trustee responsibilities

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help Home-Start Omagh District's Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- 4.1 Attending Board and other Home-Start UK meetings as appropriate
- 4.2 Participating in one or more Board subgroups as required
- 4.3 Scrutinising board papers and other communications
- 4.4 Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- 4.5 Abiding by Home-Start Omagh District's policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
- 4.6 Acting as a signatory on behalf of Home-Start Omagh District, when mandated by the Board to do so
- 4.7 Participate in activities to promote Home-Start Omagh District to our beneficiaries, funders and the wider public
- 4.8 Contributing on other issues or areas of special expertise

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Person Specification and Requirements for this role

- ✓ A commitment to the aims and values of Home-Start Omagh District
- ✓ An understanding of the needs of families with young children living in the Omagh District area
- ✓ Ability to provide the level of commitment required for this role
- ✓ Experience of governance – desirable not essential
- ✓ Ability to work as a team
- ✓ Knowledge or experience in one or more of the following areas –
 - Fundraising
 - NHS services
 - Social enterprise
 - Accountancy
 - Legal/contract law
 - Needs of minority communities in Omagh District



If you require additional information, please contact

Home-Start Omagh District
MACCA Resource Centre
21a Knockshee Park
Omagh
BT79 7PH

E-mail: coordinator@homestartomaghdistrict.org.uk
Phone: 028 8224 0902 (Monday to Thursday, 9am to 3pm)
Mobile: 078 9530 7598 (outside of hours shown above)

