

Trustee – 999 Club

<u>Remuneration:</u>	The role of trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
<u>Location:</u>	Deptford, London, United Kingdom
<u>Time commitment:</u>	At least four Board meetings per year and one away day.
<u>Reporting to:</u>	999 Club Board
<u>Background:</u>	We are looking for trustees with a background in commissioning services like 999 Club. No previous experience of governance is required.

Job Description

OBJECTIVE

Our trustees play a vital role in making sure that 999 Club achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that 999 Club has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable 999 Club to grow and thrive, and through this, make sure that no one sleeps rough in South East London.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on 999 Club's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee 999 Club's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve 999 Club financial statements.
- Provide support and challenge to 999 Club CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in 999 Club operating environment.
- Contribute to regular reviews of 999 Club own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect 999 Club interests, to the exclusion of their own personal and/or any third party interests.

- Contribute to the broader promotion of 999 Club objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Experience

Senior level experience of commissioning services to support people with complex needs

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for 1 further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently 2 meetings are held remotely and 2 are held in person at 999 Club in Deptford.
- Attending 1 in person away day per year