

**Bishop Creighton House**

**Trustee Information Pack and Role Description**

**Introduction**

Bishop Creighton House (BCH) has provided a range of community support services for residents of Hammersmith & Fulham since 1908. We continue to play an active role in Hammersmith & Fulham.

Our mission is to tackle the problems caused by social isolation and disadvantage. We do this by developing and providing programmes that offer practical solutions and emotional support for the people of West London.

Our current activities range from mentoring and employment advice for young learning disabled people to practical home support and community clubs and groups for older, disadvantaged people.

Full details of our range of services are described at [www.creightonhouse.org](http://www.creightonhouse.org)

It is an exciting time for BCH as it embarks on plans to redevelop its Community Centre and refresh its range of services to meet the growing needs of the local community.

BCH’s Trustees have overall accountability for the charity’s strategic direction and governance, the stewardship of the charity’s resources and the activities it undertakes in pursuance of the charity objectives.

At this time of change BCH is seeking new trustees to strengthen our Board who meet the criteria set out in this information. We are looking for trustees from any background with a strong interest in addressing the problems of isolation and disadvantage but are particularly interested in new trustees with skills and experience in:

* Finance
* Business development
* Marketing
* Fundraising

BCH is strongly committed to diversity. We strive to recruit, retain and advance people of all backgrounds so that our workforce reflects the diversity of our customers and communities.

The Board of Trustees meets approximately ten times a year. It is also expected that Trustees will seek to be involved in one of BCH’s projects in order to build their understanding of what we do, increase their visibility within the organisation and contribute effectively at Board level.

**STOP PRESS: BCH’s Keep Active project, which provides assistance after an older person has been through rehabilitation or reablement following a fall, stroke or other illness, has just been shortlisted for the Guardian 2014 Charity Awards.**

**If you are interested in becoming a Trustee of BCH please send to Lucy Hutchins at** **lhutchins@creightonhouse.org** **a CV together with a covering letter setting out why you are interested in becoming a Trustee. Please include a description of the skills, knowledge and experience you believe you possess that support your application.**

**If you have any questions or require any further information please contact Lucy Hutchins at** **lhutchins@creightonhouse.org** **or 07768 490590.**

**Trustee: Role and Responsibilities**

1. **Set and maintain vision, mission and values**
* The trustee board is responsible for setting the vision and aligning it with the charity’s mission. Trustees should behave with integrity and know, live and guard the charity’s ethos and values.
1. **Develop strategy**
* Together, the trustee board (and chief executive) develop long-term strategy and keep it under regular review and updated at Board meetings to keep the organisation on track.
1. **Establish and monitor policies**
* The trustee board agrees policies to govern organisational activity, systems for reporting and monitoring, an ethical framework for everyone connected with the organisation and the conduct of trustees and board business.
1. **Ensure compliance with the Articles of Association**
* The trustees must ensure that the Articles of Association are followed. In particular, the charity’s activities must comply with its’ charitable objects.
1. **Ensure accountability**
* The trustees are ultimately responsible for directing the affairs of the charity and ensuring that it is solvent and well run.
1. **Ensure compliance with the law**
* Trustees are responsible for checking that all the charity’s activities comply with laws and regulations.
1. **Maintain proper fiscal oversight**
* The trustees are responsible for effectively managing the charity’s resources and funding so it can deliver its strategic objectives and annual budget commitments.
1. **Respect the role of staff / volunteers**
* The trustee board recognises and respects the domain of the executive, staff and volunteer responsibility. At the same time, it creates policy to guide staff and/or volunteer activities and safeguard the interests of the charity.
1. **Maintain effective board performance**
* All trustees are responsible for engaging productively at Board and committee meetings. The Trustees meet at least eight times a year.
1. **Promote the organisation**
* Trustees are expected to be good ambassadors for the charity.

**Trustee: Skills and Competences**

1. **Knowledge and Experience**
* A clear understanding of the role of a trustee
* Knowledge of social, charitable, management and governance issues
1. **Skills**
* A strategic thinker
* A sharp mind and good judgment
* An effective communicator: clear, concise and able to adapt to the needs of the audience
* Proactive, willing to offer constructive challenge and support judgements
* A team player, respecting different views and able to work with Board colleagues and the Executive
* Able to build strong relationships and champion the charity
1. **Personal Qualities**
* Brings the commitment necessary to devote sufficient time, preparation and effort to the proper discharge of the responsibilities of a trustee
* Shows an empathy with the aims and values of BCH
* Is willing to learn how the charity’s services are delivered and bring that understanding into Board work.
* Demonstrates integrity, honesty, and flexibility
* Has a commitment to inclusion and diversity
* Is a good listener, open to others’ views and welcomes feedback on own contribution.

**Trustees: Legal status**

BCH is a private company limited by guarantee and a registered charity. Its trustees are also company directors. The trustees / directors therefore have legal responsibilities under company law and charity law.

Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Trustees are not remunerated, but are paid expenses.