

Role Description

Role title:	Trustee
Grade:	Not applicable - The role of Trustee is not accompanied by any financial remuneration, although travel expenses may be claimed.
Location:	Meetings are usually held at our Central Office in Rochdale
Reporting to:	Board of Trustees (Non-Executive Committee)
Responsible for:	Not applicable – there is no line management responsibility in this role.
Time commitment:	Up to 11 Board Meetings per year. A Trustee may also be asked to join one Sub-Committee which meets three or four times per year and an annual away day, usually held in October. Trustees will also be invited to attend the AGM.
Special conditions:	A Trustee may be required to represent Stepping Stone Projects at functions or meetings on request.

Role Aims:

- To ensure that Stepping Stone Projects fulfils its charitable objectives and its duties to its beneficiaries through the provision of quality accommodation, housing management and housing related services, so that the organisation delivers on its purpose, mission and vision of being the best in empowering clients to achieve independence and to thrive.
- To fulfil the statutory and regulatory duties of a Trustee, as set out in this Role Description.
- To make full use of any specific skills, knowledge or experience to assist the Board of Trustees to make sound decisions.
- In addition, with other trustees, to hold the charity “in trust” for current and future beneficiaries, by carrying out the activities as defined in this Role Description.

Key Relationships:

Internal	External
Board of Trustees, Senior Management Team, other stakeholders.	Auditor.

Key Responsibilities:
<p>1. Public Benefit</p> <ul style="list-style-type: none"> • To ensure that Stepping Stone Projects is fulfilling its charitable purpose for the benefit of the public, as defined in its governing document. • To ensure that Stepping Stone Projects complies with its governing document at all times, pursuing its specific objectives as defined. • To ensure Stepping Stone Projects applies its resources exclusively in pursuance of its objectives, being mindful that the organisation must not spend money on activities which do not form part of its own objectives, no matter how 'charitable' and 'worthwhile' those activities are. • To monitor and review the difference that Stepping Stone Projects is really making through its activities, by evaluating organisational performance against its charitable objectives. • To ensure that Stepping Stone Projects has a clear vision, mission and strategic direction and is focused on achieving these.
<p>2. Charity Governance</p> <ul style="list-style-type: none"> • To ensure a full understanding of the purpose of the Stepping Stone Projects, as set out in its governing documents - sometimes known as its memorandum and articles of association. • To ensure that the Stepping Stone Projects' governance is of the highest possible standard. • To ensure that Stepping Stone Projects remains up-to-date with filing accounts, returns and any changes to the charity's registration details. • To ensure that an awareness of legislation applying to Stepping Stone Projects' provision is maintained.
<p>3. Acting in Stepping Stone Projects' Best Interests</p> <ul style="list-style-type: none"> • To make balanced, informed decisions relating to Stepping Stone Projects' affairs. • To recognise, take account of and declare any conflicts of interest, dealing with any such issues in accordance with Stepping Stone Projects' procedures. • To be prepared to challenge positively and question other trustees and Stepping Stone Projects' senior management team to ensure that the most appropriate decisions for the charity are made. • To ensure that majority decisions made by the Board of Trustees are accepted and respected.

<ul style="list-style-type: none"> To safeguard the good name and to stay true to the mission and values of Stepping Stone Projects Ltd.
4. Managing Resources
<ul style="list-style-type: none"> To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining strategic goals and setting targets and evaluating performance against agreed targets. To act as a guardian of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application; whilst also managing risks as appropriate. To protect and manage the property and land owned by and associated with Stepping Stone Projects Ltd. To ensure the financial stability of the organisation. To ensure the proper investment of the organisation's funds. To ensure that the organisation is appropriately insured against all reasonable liabilities. To ensure that the appropriate organisational controls and procedures are in place and that these are followed for the proper management of the charity. To appoint the Chief Executive Officer of the organisation, as required, and monitor his or her performance. To have overall responsibility for all staff and volunteers associated with Stepping Stone Projects, ensuring that their performance is appropriately monitored.
5. Acting with Reasonable Care and Skill
<ul style="list-style-type: none"> To use all skills and experience in the best interests of Stepping Stone Projects. To appreciate when expert advice is required by the Board of Trustees and to act upon this. To ensure that Board meetings and sub-committee meetings are appropriately prepared for and all papers read prior to discussions taking place. To ensure that you acquire and review the information you require from the organisation to fulfil this Role Description appropriately. (e.g. financial information.) To keep abreast of Stepping Stone Projects' activities and any wider relevant issues which may affect its work. To be prepared to take action and provide advice in situations when things go wrong.

6. Accountability

- To be responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- To ensure the effective and efficient administration of the organisation.
- To ensure that legal accounting and reporting requirements are met by Stepping Stone Projects Ltd.
- To ensure that Stepping Stone Projects can demonstrate that it complies with the law and is effective.
- To be accountable to clients, stakeholders and all those with an interest in Stepping Stone Projects.
- To ensure that those employed by Stepping Stone Projects and volunteers associated with the charity are accountable to the Board of Trustees.
- To take an approach where accountability for the organisation is welcomed, rather than viewed as a burden.
- To participate in any additional activities as may reasonably be requested by the organisation. (e.g. interviewing, appeals hearings.)

Control of Resources:

Materials and Equipment

The use of office equipment, furniture and communication systems (including mobile phone and laptop)