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**Homeshare International Board of Trustees**

**Trustee**

**Role Description**

The Board of Trustees is responsible for setting the strategic aims, objectives and direction of Homeshare International (HI) and for overseeing operational delivery with the help of the part-time Director.

The UK government has produced a pdf with full details about the role and responsibilities of being a trustee of a UK charity: [The essential trustee](https://assets.publishing.service.gov.uk/media/66290919b0ace32985a7e6c3/CC3_feb24.pdf)

We ask that you read through this document carefully, alongside HI’s Constitution (governance document) and Code of Conduct.

**Duties and responsibilities of all Trustees of Homeshare International**

● Ensure the organisation pursues its stated charitable objects as defined in the Constitution.

● Ensure that operational plans and budgets support the charity’s vision and strategy.

● Ensure HI complies with its governing document, policies, charity law and any other relevant legislation or regulations.

● Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.

● Ensure the charity is carrying out its purposes to the public benefit.

● Ensure the board fulfils its duties and responsibilities for effective charity

governance in line with HI’s policies and the requirements of the Charity Commission for England and Wales.

● Ensure the organisation defines its goals and evaluates performance against agreed targets.

● Ensure trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

**Person specification**

● Understand and accept the legal duties, responsibilities and liabilities of trusteeship.

● Be able to evaluate and interpret management information and other data/evidence.

● Commit to upholding the good name and values of the organisation.

● Commit to working constructively as part of a team and contributing an independent perspective.

● Possess and demonstrate integrity, objectivity, accountability, and honesty.

● Have a willingness to devote the necessary time and effort.

● Have a genuine interest in homeshare.

● Have a commitment to HI’s aims, objectives and values.

**Specific skills**

All trustees are given a specific role on the board in light of their skills and experience. Some of these roles require a more significant time commitment than others, and may involve leading a subcommittee or working group. All HI trustees are therefore required to demonstrate specific knowledge and experience in at least one of the following areas:

● Charity law and governance.

● Charity fundraising.

● Leadership or management of an organisation.

● Financial management.

● Data analysis and/or research.

● Monitoring and evaluating performance.

● Business development.

● Marketing, media and PR.

● Management, operation or participation in a homeshare programme.

**Terms of appointment**

Trustees are appointed for a term of office of 3 years. They are required to attend scheduled meetings every 3 months with some ad hoc meetings where necessary. These may be at unusual times due to the international nature of the board.

It is anticipated that the time commitment would be an average of half a day per week, in a voluntary capacity.