

Compliance Trustee Role description



ABBEYFIELD REIGATE'S MISSION

Abbeyfield's mission is to enhance the quality of life for older people.

- We strive to deliver high quality, value for money sheltered accommodation.
- Provide an excellent resident experience supported by first-class facilities and services.
- We will deliver these services through a financially sound business model operating on a not-for-profit basis.

Duties and Responsibilities of an Abbeyfield Trustee

Trustees are responsible for setting the strategic direction of the Society, and creating an environment for our staff to carry out their roles successfully. Trustees provide leadership and vision to ensure the society is well-integrated into the community, and provide a quality of life to residents on a long-term basis.

Trustees have ultimate responsibility for ensuring that the charity is solvent and well-run, and delivering the charitable outcomes for the benefit of the community for which it was set up.

Role Purpose:

Alongside the statutory duties of a Trustee, the main duty of the Compliance Trustee is to:

- Work with the appointed Competent person to develop the annual plan for Compliance matters. This will be based largely on recommendations made by external assessors for Health & Safety, Water Safety and Fire safety matters.
- Encourage and guide our staff team in the delivery of that plan.
- Keep up to date Compliance related policy documents and the Disaster Recovery plan.

The statutory duties of a trustee are:

- Ensure Abbeyfield Reigate complies with its governing document
- Ensure the organisation applies its resources exclusively in pursuit of its objectives and is financially stable, and administration is efficient
- To contribute actively to the Board of Trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

Person Specification

To be successful the role requires:

- Experience in the areas of compliance or risk management
- Provide oversight of the Charity's risk register, and insight in respect of risks considered in respect of new activities or contracts
- Supervise the annual assessments carried out by external suppliers relating to Fire Safety and Health and Safety, ensuring recommendations are acted on.
- The ability to commit circa 10 hours per month for trustee meetings and ad hoc discussions.
- An understanding of legal duties of charities and trustees - training courses are available to broaden a candidates knowledge.
- Good, independent judgement, and an ability to think creatively.
- An ability to work effectively as a team, taking on board the recommendations from externally appointed experts, but contributing an independent perspective.

Terms of Appointment

- Trustee appointments will be reviewed annually, and we encourage our trustees to serve a 3 year term, or longer.
- Per annum there are 11 Trustee Board meetings (2 hours). Once per annum one of these meetings is a longer awayday to focus on the strategic plan.
- Abbeyfield Reigate is committed to supporting its Trustees and provides an induction to the organisation and role. You will be expected to attend some training events relevant to the role, as necessary.
- Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.