



Deputy Chair Trustee Role description

ABBNEYFIELD 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 duties of the Deputy Chair Trustee include:

- Support the Chair with the task of Board renewal and lead on the procedures for Board induction, development and trustee training
- Lead Board meeting meetings as required
- Represent the Charity externally
- To ensure that company & charity reporting requirements are complied with
- Input to the trustee board's strategic plan ensuring regular review of major risks.

The statutory duties of a trustee are:

- Ensure the 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:

- The ability to commit a minimum of 5 to 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, and professional legal support is provided by the national Abbeyfield Society)
- Good, independent judgement, and an ability to think creatively.
- An ability to work effectively as a team, 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.