



TRUSTEE BOARD MEMBER

Role description

Overall purpose of a Trustee Board Member

- To exercise all the powers of Fusion Housing.
- A Trustee supports the organisation to ensure the financial, legal, statutory and other responsibilities are properly fulfilled. To enable this the Board of Trustees receives regular reports from sub-committees and from staff, both of which act under delegated authority from the Board of Trustees.

Desirable skills/knowledge of a Trustee Board Member:

- Training and skills development
- Financial management/budgeting/audit
- Resident involvement
- Charity, corporate or housing association governance
- Public relations, fundraising and marketing
- Property management/property development

Trustee Board Member Primary Responsibilities:

1. Ensure that the organisation meets its aims and objectives.
2. Define and approve the Business Plan and to monitor compliance against the plan.
3. Ensure the organisation meets all applicable legislative and regulatory standards
4. Approve and oversee a framework of delegation, risk management and systems of internal control
5. Approve the draft annual budget
6. Approve & review the annual risk management plan.
7. Approve and review at agreed intervals the organisation's policies and financial regulation & ensure adherence to internal policies.
8. Approve the submission of the annual accounts to the Annual General Meeting.
9. Approve Business and development proposals/activities in line with the Business Plan.
10. Make decisions on all matters which might create significant financial or other risks to Fusion Housing, or which raise material issues of principle.
11. Approve any expansion of operations into new activities or geographic areas and approve the cessation of any material part of Fusion Housing activities.
12. Approve organisational and staffing structure including staff establishment, salary grades and conditions of employment.
13. Be involved, as appropriate, with the appointment and, if necessary, dismissal of senior staff members, in line with organisational employment policies and procedures and employment law.
14. Delegate to Sub-Committees those powers listed in the terms of reference of the Committees. To review the terms of reference as required.
15. Receive reports from any Sub-Committees.
16. Appoint the Chair and Deputy Chair of the Board of Trustees and make appointments to sub-Committees, working parties/panels of the Board of Trustees as appropriate.
17. Approve and ensure compliance against a Code of Governance and Code of Conduct for Directors, to include conflicts arising from Directors' personal and external interests.
18. Ensure business continuity and IT disaster recovery plans are in place.
19. Monitor performance to ensure all funding covenants and obligations are satisfied to maintain the viability and stability of Fusion Housing.
20. Determine and review the Committee structure with appropriate composition and terms of reference.
21. Approve the resolutions to be put forward by the Board of Trustees at a General Meeting.
22. Make appointments on behalf of the Board of Trustees to external organisations.