



ROLE OF THE BOARD OF TRUSTEES AND TRUSTEE JOB DESCRIPTION

About Quo Vadis Trust

Quo Vadis Trust provides social housing, care and support for people in South East London living with mental health challenges. Our purpose is to act as guardians of the vulnerable in society.

Quo Vadis Trust was founded in the 1990s and has been a Company Limited by Guarantee and a Registered Charity since 2006. We have approximately 150 clients living with us across 20 sites, in one-bed and studio flats and shared houses. We also have a registered care home, with ten units.

The majority of our clients receive supported housing services from our Housing Officers, augmented with extra support from volunteers and placement students.

We also work with partners to ensure that our clients have a range of opportunities in the community.

In recent years, as statutory funding has dwindled, we have become adept in increasing our activities without requiring extra statutory funding. We have a staff team of approximately 48 and a turnover of £3 million, and we want to ensure that these resources are put to the best use in supporting our clients: assisting them to fulfil their needs, wishes and aspirations.

Our services have never been needed more than they are now. We have established strong working relationships with partner organisations in our area. We are working with them to ensure that our services continue to be available to the community during a period of rapid change.

Our relationships with our main partner local authorities are strong. They appreciate and understand the need for local people to be able to access our housing and support.

Our Values

Our values are the guiding principles that are most important about the way we work. Our values set the tone for our culture, and they set out what Quo Vadis Trust, as a whole, cares about. We have identified our values as being:

- Dignity
- Excellence
- Respect
- Integrity
- Kindness

Our strategic objectives

We have three strategic pillars:

- 1 Delivering mental health care and service with appropriately trained and skilled staff.

- 2 Ensuring our housing and maintenance is agile in response and high quality in standard.
- 3 Diversifying our portfolio to create additional income streams.

The Role of the Board of Trustees

The Board of Trustees of Quo Vadis Trust is the body accountable for all aspects of the work of the Trust. The main role of the Board of Trustees is to govern the organisation and ensure that it fulfils its' charitable objectives in the most efficient and effective manner, consistent with its values and approaches. It is also responsible for ensuring that monies received in furtherance of those objectives are applied effectively.

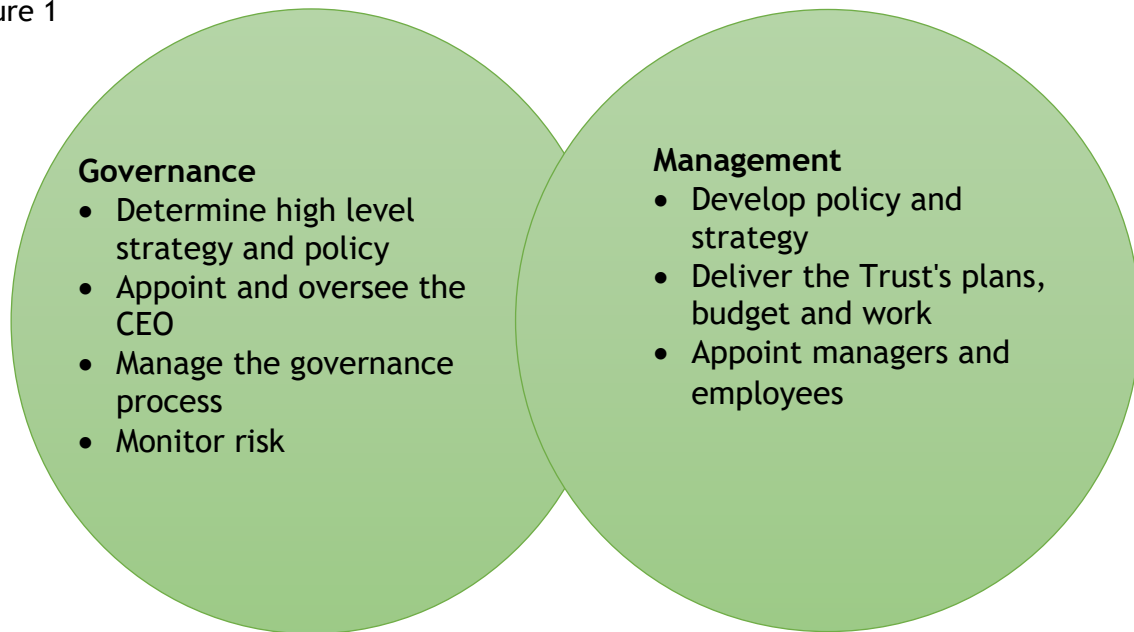
The Board of Trustees has been put in place to manage the charity's resources effectively, provide long-term vision and protect its reputation and values. The following skillsets have been identified as desirable: commissioning, mental health care and recovery, governance, finance, marketing, property and human resources/employment law.

As a summary, the Board should:

- Set the mission, vision and strategy for the Trust and ensure that these are adhered to.
- Have financial responsibility through receiving and monitoring plans, reserves and budgets, and monitoring and evaluation of the work programmes against agreed standards and targets.
- Regularly review the risks to which the Trust might be exposed, and how those risks are mitigated.
- Ensure that activities are within the Trust's stated charitable purposes.
- Ensure that the Trust complies with charity law, and with the requirements of the Charity Commission and Register of Companies.
- Ensure all Trust activities fall within the law, are compliant with relevant legislation and regulation governing its work and that appropriate reporting mechanisms are in place.
- Safeguard and protect the assets of the Trust, and ensure that charitable funds and assets are used for the purposes for which they were given to the Trust.
- Hold the Executive to account, through the Chief Executive Officer (CEO).

At all times the Board retains ultimate responsibility and accountability for all aspects of the Trust's work. It does not get involved in the day-to-day operations of the Trust, as operational responsibility is delegated to the staff through the CEO (see figure 1). The Board must have an understanding of the governance role of a Trustee; candidates will be required to show their understanding of governance as different from executive roles, and have a strong desire to gain direct experience of governance. Trustees must demonstrate the ability to contribute to strategic decision-making; for example, experience of membership of a strategic board in an executive or non-executive capacity; evidence of strategic decision making in a dynamic environment or having a different view point from others in a group and putting this view across to the group.

Figure 1



Time Commitment: Elected Trustees must commit to attending quarterly Board meetings each year, as well as sit on at least one of the group committees (e.g. risk & governance, audit etc.) They are expected to dedicate a minimum of 12 days per annum to their Board responsibilities, which may also include strategy away days. Trustees are also expected, on occasion, to represent Quo Vadis Trust at events and meetings with key internal and external stakeholders.

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: UK with Board meetings held at head office (92 Brownhill Road, Catford, SE6 2EW)

Length of term: This is a three-year term, with the possibility of re-election for a further three-year term.

Reporting to: Chair of Trustees

How to apply

Trustees are appointed by the Governance Committee following an open interview and selection process. If you are interested in applying to be a Trustee, please submit your CV to Tina Paul at teepee2776@gmail.com. We are keen to talk to candidates who share our desire and energy to make a positive contribution to our clients' lives in such a demanding political and economic climate.

Trustee Role Description

Statutory duties

- To ensure that the Quo Vadis Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the Quo Vadis Trust pursues its objects as defined in its governing document.
- To contribute actively to the Board of Trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure that an appropriate strategic planning process is implemented, by initiating such a process if necessary, by providing an independent challenge of key assumptions and assessing whether the strategy is reasonable in relation to the risks involved, the resources required and the benefits to be achieved.
- To ensure that the organisation uses its' resources exclusively in pursuance of its objectives.
- To ensure effective processes are in place to identify, monitor and manage any potential risk that the Quo Vadis Trust faces.
- To ensure that effective internal control systems exist to protect the organisation and that the necessary management information systems exist to assess performance and progress.
- To safeguard the good name and values of the Quo Vadis Trust.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the Quo Vadis Trust.
- To protect and manage the property of the Quo Vadis Trust and to ensure the proper investment of the charity's funds.
- To appoint and support the Chief Executive and monitor his/her performance.

Other duties

In addition to the above duties, Trustees should:

- Be an ambassador and advocate for the Quo Vadis Trust.
- Be willing and able to use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board or the Chief Executive in areas where the Trustee might add value and insight to deliberations.
- Follow the Governance Manual and current best practice on being a Trustee at all times.
- Be an active member of the Trustee body in exercising its responsibilities and functions, and attend meetings faithfully.
- Maintain good relations with the staff team.

Desirable qualities

- Able to demonstrate a Legal and Public Relations background.