



Trustee Recruitment

Stay has been operating as a charity for over 30 years. It provides housing and support services to homeless and vulnerable people. With a passionate, professional and skilled staff team, backed up with strong support from our partners and funders, Stay delivers a range of housing and community-based services in and around Telford.

Stay's vision is to end homelessness and empower people to rebuild their lives.

Our mission is to Prevent the causes of homelessness; Respond to the immediate needs of those who face homelessness; Champion the needs of homeless individuals at every opportunity.

Stay is seeking to appoint volunteer Trustees for our Board. It is a great opportunity to use your skills and experience on our Board and in return we can offer a development opportunity and the satisfaction that comes from helping vulnerable people at a time of crisis.

This role is voluntary but travel and other reasonable expenses are paid. Induction and trustee training is provided.

What we are looking for

We are currently particularly interested in individuals with experience in:

- **Finance and accounting**

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Finance
- Strategic thinking and decision-making skills.
- Ability to work effectively as part of a team.
- Effective communication skills and willingness to participate actively in discussion.
- Enthusiasm for our vision and mission.
- Strong local community insight

Benefits of becoming a Trustee

- The opportunity to make a real difference in the lives of homeless individuals and families.
- Gain valuable experience in charity governance and leadership.
- Work alongside a dedicated and passionate team of individuals.
- Contribute your skills and knowledge to a worthy cause.

Trustee Board Member Role Description

Our trustees play a vital role in making sure that Stay achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Stay has a clear strategy and that our work and goals are in line with our vision and mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties

Strategic Leadership

- Participate in the development and review of the charity's strategic plan, ensuring it aligns with our mission and vision.
- Monitor and review the organisation's performance against strategic objectives, through monitoring agreed operational plans and key performance indicators.

Financial Oversight

- Approve and monitor the annual budget.
- Monitor financial performance.
- Ensure the charity's financial resources are used in line with Stay's charitable objects.

Governance & Oversight

- Provide strong governance by ensuring that Stay complies with legal and regulatory requirements and best practices for board governance.
- Approve policies and procedures, monitoring and evaluating their implementation.
- Ensure the effective and efficient administration of the organisation.
- Contribute to regular reviews of Stay's own governance.
- Agree delegation of authority to the CEO, and Board Subgroups.

Supporting the CEO

- Provide guidance and support to the CEO in achieving the charity's objectives.
- Recruitment, appraisal and remuneration of the CEO.

Risk management

- Ensure that key risks are being identified, monitored, and controlled effectively.

Board & Subgroup Participation

- Attend Board meetings and subgroups, adequately prepared to contribute to discussions.
- Keep abreast of changes in Stay's operating environment.
- Use independent judgment, acting legally and in good faith to promote and protect Stay's interests, to the exclusion of your own personal and/or any third-party interests.
- Contribute to the broader promotion of Stay's objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.

Terms of appointment

- Trustees are appointed by the Board.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attend Board meetings usually 4 per year and AGM - sometimes additional meetings are held. Currently board meetings are held at 6pm either face to face at our Chec Offices in Madeley or on Teams and last an hour and half to two hours.
- Stay has 3 Board Subgroups – 1. Finance, Audit and Risk, 2. Operations and 3. Commercial. The subgroups are chaired by a trustee and involve a few trustees, the CEO and senior management. Meetings are usually held quarterly for about an hour/hour and half during the daytime, on Teams. It is useful for a trustee to be a member of one of the subgroups, where their knowledge, skills and experience can be best utilised.
- Attending an annual strategy away day (often held on a Saturday) or training days.

Stay is a company limited by guarantee and a registered Charity. Members of the Board are therefore Trustee/Directors.