

### **Chairperson**

The Chair will lead the board of trustees/governors, ensuring that it fulfils its responsibilities for the governance of the Home, work in partnership with the manager, helping them achieve the aims of the Home; and to optimise the relationship between the board of trustees/governors and the Home's manager/staff/volunteers.

The responsibilities of the chair will include:

- Enabling the board to act strategically to meet both policies and priorities.
- Liaise with the secretary about dates, arrangements, and agendas for board meetings.
- Chairing board meetings
- Monitoring that decisions taken at meetings are implemented.
- Liaising with the Homes Manager to keep an overview of the day-to-day activities and to provide support as appropriate.
- Sitting on appointment and disciplinary panels when appropriate.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Regular visits to the Home to ensure the effective and efficient administration of the Home/organisation.
- Promote the home.

### **Treasurer**

- Preparing monthly cashflows, as required.
- Liaising with the accountant on production of quarterly management accounts and annual financial statements.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place. Assisting the administrator with any issues arising on the bookkeeping system.
- Monitoring and advising on the financial viability of the charity.
- Ensuring that the accounts are submitted to the Charity Commission together with completion of the relevant Annual Return.
- Set the levels of annual staff pay rises and any bonuses.
- Set the level of resident fees for the forthcoming year.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Board of Trustees.
- Generally ensuring that the Home is running efficiently and complying with all regulations, including Health and Safety.
- Attending meetings of the Board of Trustees, held every 6 to 8 weeks, to include the presentation of management accounts, as appropriate.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Promote the Home.

### **Trustees/Governors**

The trustees/governors will work with Chair and Home Manager to ensure that the board fulfils its responsibilities for the governance of the Home, helping them achieve the aims of the Home.

The responsibilities of the Trustee/Governor will include:

- Enabling the board to act strategically to meet both policies and priorities.
- Taking ownership of any actions given and ensuring they are carried out.
- Sitting on appointment and disciplinary panels when appropriate.
- Ensure that key risks identified are monitored and controlled effectively.
- Regular visits to the Home
- Promote the home.