

Job Description:
Trustees of Ipswich Housing Action Group

Job purpose:

To further the aims of the organisation, keeping within its charitable objectives.

Main duties:

1. To take part in formulating and regularly reviewing the strategic aims of ihAg.
2. With other Trustees to ensure that ihAg functions within the legal and financial requirements of a Registered Charity and strives to achieve best practice.
 - To ensure that the organisation complies with the Memorandum and Articles of Association (its governing document), charity law, company law and any other relevant legislation or regulations
 - To ensure that the organisation pursues its objects as defined in its governing document
 - To ensure that it uses its resources wholly and exclusively in pursuance of its objectives
 - To contribute actively to the role of the Board 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 and the confidentiality of discussions
 - To appoint the Senior Management Officers and monitor their performance
 - To discharge their legal duties and general responsibilities as trustees of a charitable organization.

Main tasks:

1. Formulating strategic aims
2. Ensuring policies and practices are in keeping with aims and current legislation
3. Ensuring best practice and keeping up to date with current research and with our service delivery.
4. Taking part in training sessions provided for the benefit of the Trustees and for ihAg.
5. Attending meetings and being part of working groups.
6. Trustees should take opportunities to promote a positive image of the role and profile of ihAg.
7. Engaging with the CEO and staff as appropriate and maintaining good relationships.
8. Participating in any ihAg events.
9. Contributing specific skills, interests and contacts to support ihAg in fundraising activities.
10. Being an active member of the Trustee body (Executive Committee) in exercising its responsibilities and functions.