



King Edward VI **Almshouses**

Director Role Description

A. Introduction

1. Governance: The Charity has a sole corporate trustee, KEVI Corporate Trustee Limited (Company Number: 10178525) whose Directors exercise control over and are responsible for the running of the Charity and whose registered office is as stated below.
2. Charity: King Edward VI and the Reverend Joseph Prime Almshouse Charity, Almshouse Office, King Edward VI Almshouses, Abbey Lane, Saffron Walden CB10 1DE (Registered Charity No. 210590)
3. Mission: The Charity offers homes for local people of modest means and on a low income. Applicants must be on a low income, with limited savings, and resident in the former borough of Saffron Walden or have clearly demonstrable strong connections with Saffron Walden.
4. Term: The Director will serve a maximum of two x five-year terms before retiring or seeking re-election or as negotiated with individuals.
5. Remuneration: The role of Director is a voluntary position and is not accompanied by any financial remuneration, although travel and out-of-pocket expenses may be claimed and administrative support will be provided.
6. Location: This is a flexible post with in-person meetings ordinarily taking place in the Almshouses in Saffron Walden, as well as Zoom sessions and frequent email contact.
7. Time commitment: There are four Board meetings per year which all Directors are expected to make an effort to attend. Each Director is also invited to join a relevant sub committee and will be expected to attend the sub committee meetings which range between 4-6 meetings a year. They also have the opportunity to represent the Charity at various events and meetings, both internally and externally. It is estimated that the Directors will spend around, on average, some twenty (20) hours per month fulfilling this role.
8. Reporting: Directors report to the Chair(s) of their allocated Committee and the Chair of the Full Board.

B. Generic Director role

Working with the Board as a team, Directors are expected to:-

1. Ensure the Charity is carrying out its purposes for the public benefit
2. Be committed to the Charity's cause, help the Charity deliver its purposes most effectively and make a difference to Residents and the local community
3. Be familiar with the governing document and take reasonable steps to gain information from professionals when required.
4. Act in the Charity's best interests; make balanced, informed decisions; recognise and deal with conflicts of interest promptly when they arise; be prepared to question, challenge and accept majority decisions.
5. Ensure the Charity is accountable and manage the Charity's resources responsibly; deal with land and buildings and be responsible for, and to, staff and volunteers, including each other.
6. Act with reasonable care and skill; use your skills and experience; decide when you need advice; prepare for meetings; get the information you need and be prepared in case something does go wrong.
7. In addition to the above statutory duties set by the Charity Commission, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which you as a trustee have special expertise.

C. Person Specification

The following characteristics, knowledge and experiences, or commitment to gaining them, would be advantageous to the role of a KEVI trustee:-

- A commitment to the charity's values and principles.
- A willingness to devote the necessary time and effort.
- Good, independent judgement, courage, common sense and diplomacy.
- A willingness to speak their mind.
- A desire to implement the highest standards of governance.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- Ability to listen to and welcome alternative opinions and experiences.
- A commitment to the following principles of public life: (Government Committee on Standard in Public Life): honesty, integrity, objectivity, accountability, selflessness, openness, and leadership.

<https://cspl.blog.gov.uk/2024/07/08/setting-the-standard/>