

Elected Director Role Description

Overall responsibilities

Homeless Link is a registered charity and a company limited by guarantee. The Board are the directors of the company and trustees of the charity. The Board are responsible for the overall governance and strategic direction of Homeless Link, in accordance with the terms of its articles of association, legal and regulatory requirements and best practice. The board is made up of elected directors from the membership, appointed directors and expert by experience directors. Elected directors comprise about half of the board.

Director's duties

- To lead collectively to set the strategic vision, mission and priorities of Homeless Link;
- To ensure that the organisation defines its goals and evaluates performance against agreed targets;
- To ensure that Homeless Link complies with legal and regulatory requirements and acts in accordance with the terms of its articles of association;
- To act in the best interests of Homeless Link at all times and to the benefit of present and future beneficiaries of Homeless Link;
- To ensure the solvent and efficient running of Homeless Link through monitoring and control of its finance and administrative systems and investment policy;
- To protect the property, reputation and resources of Homeless Link through the monitoring and control of its finance and administrative systems and investment policy;
- To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

Person specification

Eligibility

Elected Directors of Homeless Link must:

- Be a senior executive of an organisation which is a Full Member of Homeless Link
- Meet the [Charity Commission Trustee eligibility criteria](#)

Personal Attributes

Elected Directors must have:

- A commitment to the vision, mission and values of Homeless Link and to being an effective and responsible advocate for Homeless Link;
- A willingness to devote the necessary time and effort to the role;
- The ability to think strategically and understand the complexities of Homeless Link's role as a national second tier organisation;
- Good, independent judgement, an ability to think creatively and a willingness to speak their mind;
- An ability to work effectively as a member of a team and be inclusive and supportive of others;
- An understanding of the importance of, and a commitment to, diversity in all of Homeless Link's operations
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Knowledge and experience

Directors should have or be committed to developing:

- An understanding of the importance of effective governance of voluntary sector organisations and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the social and political environment within which Homeless Link, and homelessness agencies, operate.
- An understanding of the potential conflicts inherent in Homeless Link's role as both being a representative body for member agencies and providing strategic leadership on homelessness policy and practice nationally.
- An understanding of the financial and funding environment in which charitable organisations operate.

Elected Directors must have:

- A track record of senior leadership and achievement in the homeless sector

Time commitment

The Board of Directors of Homeless Link meets 4 times a year at Homeless Link's head office in London. Board meetings are normally from 12.30 to 3.30pm on a Wednesday. Directors are expected to attend in person.

Once a year (normally in the autumn) we hold a Board Away day. This is usually held at a hotel in an elected board member's city and is a 2-day event including visits to member services and a board dinner.

The board has a small number (currently 3) sub-committees that manage specific areas of work. Each director is required to become a member of 1 or 2 of these sub-committees. These each meet 4 times a year. These meet online via video conferencing.

Homeless Link directors are invited to Homeless Link conferences and may attend these free of charge. It is expected that each director will attend at least one conference each year.

Key contacts

The main contacts for Trustees are:

Anne McLoughlin – Chair of the Trustees

Rick Henderson – Chief Executive

Fiona Colley – Company Secretary

Payment

Homeless Link's Directors are volunteers. Homeless Link will pay for any reasonable expenses incurred, such as travel to and from all meetings and attendance at conferences and away days. A sandwich lunch is provided at all Board Meetings.