



# CHT Director vacancies

## Who we are?

Castlehill Housing Trust (the Trust) is a private charitable landlord providing accommodation across the Northeast of Scotland to people with various needs including learning disabilities and mental health issues. The Trust houses over 150 people in properties that range from group homes (including Houses in Multiple Occupation) homes for families and individual tenancies. The Trust rents its properties via Private Residential Tenancies and leases directly to Care Providers. We are a subsidiary company of Castlehill Housing Association who provide services to CHT such as financial services and housing management.

## Governance

The Trust is governed by a Board of up to 11 Directors, who meet at least four times a year. A maximum of 6 Board members may be representatives of Castlehill Housing Association, the Trust's parent Company. The Trust aims to ensure that the structure and make up of its Board delivers a balanced approach with a range of experience and knowledge recognising that overall strategic control sits with Castlehill, but that the Trust must operate and deliver its services in its own distinctive way, meeting the needs of its clients. Given the close alignment of the aims and objectives of Castlehill and the Trust as Charitable organisations, it is not envisaged that any conflict of approach should arise.

## Director Vacancies

Due to the resignation of a few long-serving Directors, we are now looking for several independent Directors to join our friendly board. This is an exciting opportunity to drive forward and help define the vision and growth of the business. If these vacancies may be of interest to you, please contact Emma Ozanne, Trust Manager [emma.ozanne@castlehillha.co.uk](mailto:emma.ozanne@castlehillha.co.uk) in the first instance to discuss further.

## Duties of a Trust Director

- ensure that CHT complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- ensure that CHT pursues its objectives by considering our vision statement and strategy for the future.
- ensure CHT applies its resources exclusively in pursuance of its objectives, i.e., it must not spend money on activities which are not included in our aims, however worthwhile they may be.
- contribute actively to the board of Directors' role in giving firm strategic direction to CHT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- safeguard the good name and values of CHT.
- ensure the financial stability of CHT.

**In addition to the above duties, each Director should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation, or other issues in which the Directors has special expertise.**

## Minimum time commitment

Directors are expected to attend all board meetings and virtual attendance will be considered if you are not able to attend office meetings. Board meetings are held four times a year during normal office hours. One meeting each year includes the AGM and other meetings may be arranged where necessary. There are opportunities to visit our properties where you can see the difference that upgrade works means for our tenants who call our properties home. Directors can claim out of pocket expenses incurred in travelling to meetings.

**We are also looking from the pool of independent Directors for a Chairperson. Please see below for the key responsibilities of Chair and if you are interested in addition to the role of Director please get in touch.**

#### **Chair - Key responsibilities**

- Provide leadership to the board and to ensure that the Directors fulfil their duties and responsibilities for the proper governance of CHT
- Ensure that the board as a whole works in partnership with staff to safeguard the long-term future of CHT
- To lead the board in setting the vision, strategy, and policies for CHT
- To ensure the board takes steps to monitor the performance of CHT so that the charity satisfies all regulatory and legal compliance requirements
- To ensure major risks to which the charity is exposed are reviewed regularly and that systems are established to mitigate these risks without the charity becoming totally risk averse
- the charity's financial dealings accounted for, audited and publicly available

#### **To ensure the proper and efficient conduct of board meetings by:**

- chairing board meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business to reach clear and agreed decisions as swiftly as possible
- encouraging all Directors to participate and to feel free to challenge constructively the chair
- taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of Directors
- ensuring that the Trust manager provides the board with relevant, timely and accurate information to allow the board to discharge its responsibilities. This should include alerting the board to major risks, informing the board of current and future key issues, including significant trends, and informing the board about external changes which may impact on the charity.
- ensuring that board decisions are made in the best, long-term interests of the charity and that the board takes collective ownership of these decisions
- ensuring that decisions taken at meetings of the board are implemented
- ensuring that there is an annual programme of board and committee meetings, carefully structured agendas and high-quality briefing papers providing timely information and concentrating on governance.

#### **We will ensure that: -**

All Directors of the board receive appropriate information and training (both individual and collectively) and that you have access to relevant external professional advice and expertise. Papers are distributed one week in advance of meetings.

**For further information please contact:**

**Emma Ozanne, CHT Manager on 01224 625822**

**or email: [emma.ozanne@castlehillha.co.uk](mailto:emma.ozanne@castlehillha.co.uk)**