

Pioneering Care Partnership

Role Description



Trustee (Voluntary role)

Accountable to: PCP Chair & Board of Trustees

PCP Trustee Duties:

- To ensure that the organisation complies with 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 the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To ensure that the organisation prepares reports on what it has achieved and Annual Returns and accounts as required by law
- To contribute actively to the Board of Trustees' role 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.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation.
- Act with integrity and avoid any personal conflicts of interest.
- To protect and manage the property of the organisation and to ensure the proper investment of the charity's funds.

Commitment

Generally the time commitment varies according to the size and activities of the charity. PCP is a well-developed charity and therefore requires Trustees to focus on governance and strategic matters. PCP Trustees must commit to regularly attending quarterly Board meetings, the Annual General Meeting (AGM), the AGM pre-meeting and any other extraordinary meetings as required. Trustees should also be able to support relevant sub committees or special interest groups as appropriate.

The time commitment varies but it is expected that all Trustees can commit to:

- A term of office of 3 years
- Regular attendance – Trustees will be removed if they fail to attend 3 consecutive meetings or after absence of 6 months
- Time to reading meeting papers in advance
- Essential training in relation to governance, policy and development.