



# TRUSTEE ROLE DESCRIPTION

## PURPOSE:

1. To provide governance of The Pickaquoy Centre Trust and to represent The Pickaquoy Centre diligently, accepting legal responsibility for both.
2. To ensure The Pickaquoy Centre takes all necessary steps in pursuit of the objectives set out in the Trust's Business Plan and any other relevant documents.
3. To oversee and support strategic planning for The Pickaquoy Centre Trust services.

## KEY RESPONSIBILITIES:

1. To ensure The Pickaquoy Centre Trust complies with its governing documents, charity law and any other relevant legislation or regulations.
2. To ensure The Pickaquoy Centre Trust pursues its objectives as defined in its governing documents.
3. To ensure The Pickaquoy Centre Trust applies its resources exclusively in pursuit of its objectives.
4. To contribute actively to the Trustee Boards role in giving firm, strategic direction to the Trust, assisting in setting overall policy, defining goals and setting targets and evaluating performance.
5. To safeguard the good name and values of The Pickaquoy Centre Trust.
6. To ensure the financial stability of The Pickaquoy Centre Trust.
7. To appoint the Managing Director and monitor his/her performance.
8. To scrutinise Board papers and other relevant documentation.
9. To participate in discussions as appropriate.
10. To provide guidance on new initiatives.
11. To represent The Pickaquoy Centre Trust at functions, meetings and events.
12. To ensure that confidentiality is maintained at all times.

# The Commitment:

The maximum number of Trustees is 12 and as a result we are currently looking to recruit 2 new Trustees.

- All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Charity Trustee.
- 6 x Trustee Board Meetings held per annum commencing 5.30pm for approximately 2 hours plus preparatory reading in advance. Meetings usually held at The Pickaquoy Centre Trust, however there is usually a virtual option for anyone unable to attend in person.
- 1 x Annual General Meeting.
- Attend Sub Group Meetings as agreed, we currently have a Finance Sub Group and an HR Sub Group.
- Occasional meetings between Board Meetings, as agreed.

# Person Specification:

Attributes	Essential	Desirable
<b>Experience -</b> <ul style="list-style-type: none"> <li>• Previous Board Experience</li> <li>• Experience and understanding of committee work</li> <li>• Leadership experience</li> </ul>		✓ ✓ ✓
<b>Qualifications/Attainments -</b> <ul style="list-style-type: none"> <li>• Sport and Leisure</li> <li>• External Grant Applications/Fundraising</li> <li>• Finance</li> <li>• Business Management</li> <li>• Law</li> <li>• Marketing or Communication</li> <li>• Strategic Planning</li> <li>• Governance</li> <li>• Health &amp; Safety</li> <li>• Human Resource Management</li> </ul>		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>Knowledge, Skills and Abilities -</b> <ul style="list-style-type: none"> <li>• Strategic vision</li> <li>• Evidence based, independent judgement</li> <li>• Ability to think creatively</li> <li>• Ability to work effectively as a member of a team</li> <li>• Good communication and interpersonal skills</li> <li>• Basic understanding of financial management</li> </ul>	✓ ✓ ✓ ✓ ✓	✓
<b>Personal Qualities -</b> <ul style="list-style-type: none"> <li>• Commitment to the organisation</li> <li>• Willingness to speak their mind</li> <li>• Tact and diplomacy</li> <li>• Impartiality, fairness and respect for confidentiality</li> </ul>	✓ ✓ ✓ ✓	
<b>Other Factors -</b> <ul style="list-style-type: none"> <li>• Willingness to devote the necessary time and effort</li> <li>• Understanding and acceptance of the legal duties, responsibilities and liabilities of Trustees</li> <li>• To become a member of the Protecting Vulnerable Groups Scheme</li> </ul>	✓ ✓ ✓	
<b>Special Conditions -</b> <ul style="list-style-type: none"> <li>• This position is unpaid and on a voluntary basis, although consideration will be given for reasonable expenses</li> <li>• Must regularly attend Board Meetings</li> </ul>		

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.