

## Trustee – Pinn Medical Centre Patients' Association (PMCPA)

<b>Remuneration:</b>	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
<b>Location:</b>	37 Love Lane, Pinner. HA5 3EE
<b>Time commitment:</b>	5 meetings per year, including the AGM, and possible participation in sub-committees
<b>Reporting to:</b>	Board of Trustees

### Job Description

To be a Trustee of a charity is an exciting and fulfilling role. The most effective Boards are ones that benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the PMCPA fulfils its duty to its Members as stated in its governing document (The Constitution).

### **The statutory duties of a Trustee are:**

- To ensure the charity complies with its Constitution.
- To ensure that the charity pursues its objectives as defined in its Constitution.
- To ensure the charity applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities that are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.

In addition with other Trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

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### Person specification

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the association’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity except where specific knowledge or expertise is required, for example, systems development.

<b>Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Successful experience of operating within a board or at senior level in a charitable, public sector or commercial organisation	√	
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives	√	
A proven track record of sound judgement and effective decision making		√
A history of impartiality, fairness and the ability to respect confidences		√
<b>Knowledge, skills and understanding</b>	<b>Essential</b>	<b>Desirable</b>
An understanding of charity/governance issues		√
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship		√
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Good, independent judgement and strategic vision		√
Commitment to the organisation and a willingness to devote the necessary time and effort	√	
An ability to work effectively as a member of a team	√	
An understanding of the respective roles of the Chair, Secretary, Treasurer and Trustees		√
Commitment to promoting equality and diversity		√

### **Terms**

The charity’s Trustee will serve a three-year term and be eligible for re-appointment for one additional term. The post of Trustee will be subject to election by Members at its AGM.