



Ponhافren Association

Description of Role

Role Title: Trustee

Accountable to: Chairperson and Board of Trustees

Commitment:

- to regularly attend Board meetings and participate in discussion and decision making
- to read papers in advance of the meetings
- to attend and participate in Board Induction and other Training as required

Objectives of a Ponhافren Association Trustee

1. Ensure Ponhافren Association is carrying out its purposes for the public benefit

You and your co-trustees must make sure that Ponhافren is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand Ponhافren's purposes as set out in its governing document
- plan what Ponhافren will do, and what you want it to achieve
- be able to explain how all of the Ponhافren's activities are intended to further or support its purposes
- understand how Ponhافren benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2. Comply with Ponhافren Association's governing document and the law

You and your co-trustees must:

- make sure that Ponhافren complies with its governing document
- comply with charity law requirements and other laws that apply to Ponhافren

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. Act in Ponhافren Association's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes



- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. **Manage Ponthafren Association's resources responsibly**

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. **Act with reasonable care and skill**

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. **Ensure Ponthafren Association is accountable**

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that Ponthafren Association is complying with the law, well run and effective
- ensure appropriate accountability to members, if Ponthafren Association has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

If you would like more information about the role of a Trustee and being involved in the running of a charity please visit:

www.gov.uk/topic/running-charity

PERSON SPECIFICATION

Specification	Criteria		Measured by	
	Essential	Desirable	Application	Interview
Experience:				
Proven leadership skills and a number of years' experience at Management level	●		●	●
Proven success in charitable fundraising or success in winning tenders from commissioning bodies.	●		●	●
Experience of working in 3rd sector and/or health sector		●	●	●
Be able to work in partnership with other organisations, both statutory and voluntary	●		●	●
A clear understanding of organisational finance and experience of preparing and monitoring budgets	●		●	●
Experience of working with vulnerable client groups	●		●	●
A strong understanding of legal obligations in terms of HR, Finance and Boards of Trustees	●		●	●
Knowledge:				
Knowledge of business administration processes, e.g. budgets, target setting, performance management, preparation of reports	●		●	●
Sound knowledge and understanding of Board of Trustees responsibilities and holding effective meetings	●		●	●
Knowledge and understanding of the needs of people with mental health needs	●		●	●
General knowledge of the Commissioning process for Local Authority and/or Health Authority	●		●	
Be able to assess options and set appropriate priorities balancing the needs of the operational process with the corporate priorities of the Association	●		●	●
An understanding of the needs of volunteers		●	●	●

Specification	Criteria		Measured by	
	Essential	Desirable	Application	Interview
Skills:				
A high standard of computer, numeracy and literacy skills		●	●	●
Ability to negotiate and influence decisions, motivate staff and work as part of a team	●		●	●
Able to analyse problems, draw conclusions and present options for resolution	●		●	●
Ability to appropriately prepare, structure and present all communication, written and verbal, to meet the needs of a range of audiences	●		●	●
Excellent time management and organisational skills e.g. prioritising and meeting targets and deadlines	●		●	●
Qualifications: <i>Relevant experience may be considered in place of a qualification.</i>				
Have a good standard of education - to 'A' Level or equivalent		●	●	●
Have a relevant degree and/or possess a professional qualification in a relevant field		●	●	●
Personal Qualities:				
Ability to get on with clients, professionals, and colleagues	●		●	●
Sensitivity to the needs of people with mental health needs	●		●	●
Committed to a philosophy of continuous improvement in an environment of a controlled income stream	●			●
Maintains a professional demeanour in difficult situations.	●			●