



THE PICKAQUOY CENTRE TRUST

ROLE DESCRIPTION

Job Title: Trustee

Responsible To: Chairman of the Board

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 1 new Trustee.

- 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 4pm for approximately 2hrs durations plus preparatory reading in advance (Meetings usually held at The Pickaquoy Centre Trust, however during Covid, meetings are being held virtually)
- 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