

Role description: Trustee (Director) of Powys Association of Voluntary Organisation

Roles and responsibilities of a Trustee/Director are:

- To ensure that PAVO complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations
- To ensure that PAVO pursues its objects as defined in its Memorandum and Articles of Association.
- To ensure that PAVO applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Directors' role in giving firm strategic direction to PAVO, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To act as a Charity Trustee and Company Director in the best interests of PAVO, not as a representative of a member organisation
- To share responsibility for all decisions made by the Board
- To safeguard the good name and values of PAVO
- To ensure the financial stability of PAVO
- To ensure the effective stewardship of PAVO's assets
- To recruit, appoint and dismiss the Chief Executive and to determine his/her level of remuneration
- To identify major risks and arrangements and to monitor such risks
- Conflicts of Interest – it is the duty of a trustee to adhere to the policy regarding conflicts of Interest

In addition to the above statutory and other duties, each Trustee should use any specific skills, knowledge or experience he/she has to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise. Trustees may be required to act as Champion for their area of expertise.

TRUSTEE RECRUITMENT (2)

Trustees should at all times give priority to attending Board meetings and send apologies if unable to attend. They should prepare for meetings by reading the appropriate papers and respect the confidentiality of all information disclosed both before and during meetings.

Person Specification

Each trustee must have the following qualities:-

- ◆ A commitment to PAVO
- ◆ A willingness to devote the necessary time and effort
- ◆ Strategic vision
- ◆ Good, independent judgment
- ◆ An ability to think creatively
- ◆ A willingness to speak his/her mind
- ◆ An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees
- ◆ An ability to work effectively as a member of a team
- ◆ A willingness to adhere to Nolan's seven principles of public life (see 2i for fuller details):-

selflessness	integrity
objectivity	accountability
openness	honesty
leadership	

The Board of Trustees will collectively need skills and experience in the following areas:-

- ◆ Setting targets, monitoring and evaluating performance and projects
- ◆ Financial management
- ◆ Community support and development
- ◆ Legal matters
- ◆ Fundraising
- ◆ Recruitment and personnel management including a knowledge of employment legislation
- ◆ Public relations and media
- ◆ Marketing
- ◆ Computers and information technology
- ◆ Scrutiny and audit
- ◆ Education and training
- ◆ Governance
- ◆ Business development
- ◆ Social enterprise and social entrepreneurship
- ◆ Welsh language
- ◆ Networking