

## **ROLE PROFILE - TRUSTEE**

### **Overview**

The purpose of the role is to further the aims of the Paul's Place (South West), in keeping within its objectives set out in the Articles of Association. As Paul's Place is a charity and company limited by guarantee, the role of Trustee all covers the role of Director for the purpose of Companies House. All Directors/Trustees are collectively responsible for the decisions and management of Paul's Place.

### **The role of Trustee is to:**

- To ensure that Paul's Place pursues its objectives as defined in its governing documents
- Ensure that Paul's Place has a clear vision, mission and strategic direction and regularly reviews the organisation's strategic aims
- Act reasonably and prudently in the best interests of Paul's Place, never in pursuit of personal interests or the interests of another organisation, meeting the legal obligations common to all Trustees
- Contribute specific skills, interests and contacts and support the organisation in all of its activities
- Follow the Code of Conduct at all times, particularly when exercising the functions of the Trustee, or any of its committees, sub-committees, groups
- Attend Board meetings (these are held bi monthly, with more regular meetings due to COVID-19)
- Reflect the /Trustees policies and concerns on all its committees, sub-committees, and groups
- Maintain good relations with members of the Paul's Place Management Team and work collaboratively and supporting the CEO
- Take part in training sessions provided for the benefit of the Trustees
- Fulfil such other duties and assignments as may be required from time to time by the Board

### **Eligibility to be a Trustee**

The law disqualifies the following from acting as Trustees/Director:

- an unspent conviction for an offence involving dishonesty or deception
- currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order
- have an individual voluntary arrangement to pay off debts with creditors
- disqualified from being a company director
- previously been removed as a Trustee/Director by either the Charity Commission or the High Court due to misconduct or mismanagement.

**Trustees must be:**

- over the age of 18
- entitled to live and work in the United Kingdom

**Eligibility**

- An understanding and acceptance of the roles and responsibilities of Trustee, and eligibility to act as a Trustee
- Willingness to devote the necessary time and effort, including attending Board meetings and occasional daytime and evening events

**Pay and Expenses**

The role of Paul's Place Trustee is an unpaid position, however, Trustees can be reimbursed for reasonable out-of-pocket expenses incurred whilst working on behalf of Paul's Place.

To find out more about Paul's Place - [www.paulsplace.org.uk](http://www.paulsplace.org.uk)