



Job description for PBI UK trustees (August 2017)

The role of PBI UK's Board of Trustees is to maintain a strategic focus over the activities of the organisation, distinct from the day-to-day operation of staff. Specific tasks include:

1. Set and maintain the organisation's vision, mission and values.
2. Develop long-term strategy for the organisation, in collaboration with the director.
3. Establish and monitor policies that govern the activities of the organisation, including:
 - reporting and monitoring systems
 - ethical and equal opportunities policies
4. Set up and monitor employment procedures / personnel policies covering issues such as:
 - recruitment
 - support
 - appraisal
 - remuneration
 - discipline
5. Ensure compliance with the governing document (e.g. Memorandum and Articles of Association), including rules governing annual meetings, membership and reports and ensuring that the organisation is pursuing the objectives defined in the governing document.
6. Ensure compliance with requirements for accountability, including annual reports, accounts and effective communication with:
 - Charity Commission
 - HMRC
 - Companies House
 - Donors
7. Maintain proper fiscal oversight, including:
 - ensuring the organisation has sufficient resources to carry out its mission / maintaining financial stability
 - monitoring spending

- approval of the annual financial statement and budget
- ensuring the organisation has sufficient insurance to protect it from liability
- minimise risk
- ensuring legal compliance

8. Select, manage and support the director, including reviewing the director's performance.

9. Develop policies to guide staff activities and safeguard the interests of the organisation

10. Represent the organisation at functions and meetings as appropriate.

11. Keep informed about the activities of the organisation and the wider issues which affect its work.

12. Offer advice relating to his or her field of professional expertise.