

**Trustee**

**Role Description**

**About POPS**

POPS (Partners of Prisoners and Families Support Group) is a charity set up in 1988 by families who were supporting a loved one through a custodial sentence. Since that time, we have grown to employ over a hundred staff across 16 geographical locations, predominantly in the Northwest of England and has developed an excellent reputation locally and nationally for the provision of quality services for families who engage with the Justice system.

**Mission**

To provide the support families identify they need and promote the changes required to enable children and families of those in the justice system to cope better and to thrive.

**Values**

* To be supportive and non-judgemental in our approach.
* To listen and act upon the experiences families share with us.
* To encourage active participation amongst the families we support.
* To value the benefits of robust partnerships.
* To acknowledge and embrace the principles of diversity and inclusion throughout the organisation

**POPS values the core principles of diversity and inclusion. We welcome and encourage job applications from people from diverse backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates.**

**Purpose of the role:**

Trustees have the ultimate responsibility for running a charity, for its property, finances and the employment of any staff or volunteers. As a trustee, the commitment and energy you display will make a direct difference to the charity and everyone it helps.

Being a trustee is a voluntary role. It is immensely rewarding, and while you bring your skills and energy to running the charity, you will also find you are gaining new experience and knowledge.

You will help plan the strategic future of the charity and its work, be involved in developing and managing staff and volunteers and make policy decisions for the charity. You will also ensure it is accountable to its beneficiaries, to the Charity Commission and the public in general.

**Tasks as a trustee of POPS**

* Ensure that POPS complies with its governing document, organisation law, and any other relevant legislation or regulation
* Ensure that POPS pursues its objectives as defined in its governing document
* Attend Trustee board meetings (minimum quarterly)
* Declare any conflict of interest while carrying out the duties of a trustee
* Ensure the financial stability of the organisation
* Ensure the effective and efficient administration of the organisation
* Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
* Make sure the organisation is properly insured against all reasonable liabilities
* Ensure POPS applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
* Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* Safeguard the reputation and values of the organisation
* Represent the company at functions and meetings as appropriate
* Abide by POPS’ Diversity & Equal Opportunities Policy
* Appoint and support the employees and monitor their performance where appropriate
* Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
* Keep informed about the activities of the organisation and wider issues which affect its work.

**Trustee Person Specification**

* integrity
* a commitment to the organisation and its objectives
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* a willingness to devote the necessary time and effort to their duties as a trustee
* strategic vision
* good, independent judgment
* an ability to think creatively
* willingness to speak out with confidence
* an ability to work effectively as a member of a team.

**The board of trustees will need skills and experience in the following areas:**

* setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
* financial management
* the type of work being done by the organisation
* legal matters
* fundraising
* recruitment and personnel management, including a knowledge of employment legislation
* public relations
* marketing
* computers and information technology
* campaigning
* education and learning

The trustee board seeks to maintain a membership that has a wide-ranging level of experience so that the board as a whole has the skills and experience to draw upon in its governance and decision-making roles.



**FORM OF DECLARATION OF COMMITMENT AND QUALIFICATION FOR TRUSTEESHIP**

* I am committed to achieving the objectives of POPS (Partners of Prisoners and Families Support Group).
* I understand the responsibilities and liabilities I am taking on in becoming a trustee and agree to devote the necessary time and effort to my trusteeship.
* I am not disqualified from acting as a trustee under section 72 of the Charities Act 1993.

**Print Name:**

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**Signature:**

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**Date:**

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**Section 72 of the Charities Act 1993 disqualifies people who:**

* have been convicted of any offence involving dishonesty or deception.
* have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged.
* have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it.
* have been removed from the office of organisation trustee or trustee for an organisation by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the organisation for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
* have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of anybody.
* are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order.