

## **Role Description**

PAC-UK is a registered charity and a company limited by guarantee. The trustees are directors of the company.

### **Purpose of the Role:**

To ensure that PAC-UK complies with its governing documentation (i.e. its memorandum and articles of association), charity law, company law, the National Minimum Standards for Adoption and the Adoption Support Agencies (England) and the Adoption Agencies (Miscellaneous Amendments) Regulations 2005.

### **Main duties:**

#### **General:**

1. To contribute to formulating and regularly reviewing the strategic direction of PAC-UK, setting overall policy, defining goals and evaluation performance against agreed targets
2. To safeguard the good name and ethos of the organisation
3. With other trustees, to ensure that the policy and practices of PAC-UK are in keeping with its aims
4. With other trustees, to ensure that PAC-UK functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice
5. To ensure the financial stability of PAC-UK and ensure proper investment of its funds
6. To use any specific knowledge or experience a trustee may have as detailed in the person specification to help the board of trustees reach sound decisions. This will include scrutinising reports, leading discussion, focusing on key issues and providing advice and guidance as requested on new initiatives or other issues relevant to the areas of PAC-UK's work in which he/she has special expertise.

#### **Ensure best practice**

1. Be an active member of the trustee body in exercising its responsibilities and functions
2. Appoint the Chief Executive Officer and monitor his/her performance
3. Be involved in the appointment of senior officers of the organisation
4. Ensure a strong commitment to equality and diversity policies within PAC-UK
5. Take part in training sessions provided for the benefit of the trustees
6. Regularly review PAC-UK's Policies and Procedures and ensure they adhere or exceed the National Minimum Standards and Regulations for Adoption Support Agencies
7. Under Formal Resolution – Stage 2 of PAC-UK's Complaints Policy and Procedure, make a decision on complains made to PAC-UK
8. Develop and ensure the maintenance of a properly constituted, balanced and competent board, including clear procedures for selection, election, training, retirement and if necessary, removal of trustees and to ensure arrangements are followed for recruiting the chair, vice chair and treasurer.
9. Ensure confidential information or material (relating to service users, beneficiaries, members, staff, commercial business etc.) provided to, or discussed at board meetings and within the confines of the board is not disclosed outside the trustee body.

## **Terms and Conditions of Appointment**

### **Remuneration**

Trustees do not receive any remuneration, but reasonable expenses are reimbursed.

### **Time Commitment**

- General meetings take place up to six times per year, usually from 17.00 – 19.30. The AGM is timed to take place prior to one of the general meetings.
- Trustees must attend a minimum of four general meetings per year. If attendance falls below this, it may be necessary to discuss if it is appropriate for the trustee to continue
- Trustees may be asked to join a sub-group of the board, depending on the skills and experience required by the sub-group. There is currently one sub-group of PAC-UK's board: the Practice Sub-Group, which is an advisory group making recommendations to the Board and the CEO. It is chaired by a Board member and consists of three other board members and three senior members of staff. It provides an opportunity for detailed discussion and consideration of all practice matters with regular reporting to the Board.

### **Trustee Eligibility**

See attached document. Trustees will be required to sign this document before taking up office.

### **Equality at PAC-UK**

PAC-UK is committed to providing services which are fair and equal for all and to ensuring that service users are treated with dignity and respect. We aim to avoid discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex or sexual orientation.

PAC-UK has achieved an eQuality Award which demonstrates our commitment to the support we offer to lesbian, gay, bisexual and transgender people.

Our main premises in Kentish Town, London are wheelchair accessible.

***We would welcome applications from black and ethnic minority groups.***