



26 Manor Green • Harwell • Oxfordshire • OX11 0DQ • 01235 820921

www.pelvicpartnership.org.uk • contact@pelvicpartnership.org.uk

The Pelvic Partnership provides information and support for women with Pelvic Girdle Pain • Charity registered in England no: 1100373

Trustee and Treasurer role description and person specification

The role of a Trustee

Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

The responsibilities of a Trustee are:

- to be a registered member of the Pelvic Partnership as set out in the governing document
- to ensure you attend at least three committee meetings and one away day per year and to read the agenda in advance of meetings and the minutes following meetings
- to attend the Annual General Meeting where possible and to read the agenda in advance of the meeting and the minutes following the meeting
- to ensure you attend sub-committee meetings you are involved in
- to ensure the Pelvic Partnership applies its resources exclusively in pursuance of its objectives, i.e. the charity must not spend money on activities which are not included in its own objectives
- to contribute at meetings using your specific knowledge or experience to help other members of the committee reach sound decisions
- to be aware of and ensure that the Pelvic Partnership complies with its governing document and the Charity Commission's regulations
- to ensure that the Pelvic Partnership pursues its objectives as defined in its governing document and mission statement
- to participate in other tasks as arise from time to time, such as helping with fundraising
- to be aware of the activities of the charity and wider issues which affect its work
- to be collectively responsible for the actions of the charity and other trustees
- to participate in any relevant training within the charity

The role of the Treasurer

The Treasurer takes the lead in overseeing the financial affairs of the charity, ensuring its financial viability, and seeing that proper financial records and procedures are maintained.

The Treasurer is an honorary officer role. Honorary officers comprise a Chair, Secretary and Treasurer. The honorary officers are elected by the members of the Board of Trustees at the Pelvic Partnership's Annual General Meeting (AGM).

The responsibilities of the Treasurer are:

- to ensure the financial stability of the charity
- to monitor that records of the charity's financial incomings and outgoings are kept up to date
- to check and authorise payments initiated by the co-ordinator
- to liaise with the co-ordinator to prepare and report the Pelvic Partnership's financial position to the committee at committee meetings

Supported by: Big Lottery Fund, Bagg's Tree Buskers, Bartlett Taylor Charitable Trust, BT, Good Birth Company, Macnab Clarke, npower.



LOTTERY FUNDED



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- to liaise with the Chair and committee regarding financial decisions
- to ensure that the Pelvic Partnership's end-of-year accounts are prepared in a suitable format
- to write an annual report
- to ensure that the accounts/end-of-year report are audited as required by law at the financial end of year
- to make a formal presentation of the accounts at the Annual General Meeting and draw attention to important points in a coherent and easily understandable way

Trustee and Treasurer: person specification

Compulsory requirements:

- An interest in and understanding of our cause and mission statement
- Ability to work as part of a team
- Organisational skills
- Assertiveness

Desirable requirements:

- Personal experience of PGP
- Experience in a similar role

Becoming a Trustee

After a probationary period (up to six months), where you will take part in meetings, volunteer or spend time getting to know the charity and its work, the committee approves trusteeship and once agreed, the Charity Commission will be informed of your details for its records. Trustees do not receive a remuneration but reasonable out-of-pocket expenses are payable (e.g. postage).

Resignation information

You are able to resign from your role as a Trustee at any point during the financial year but will not be officially removed from the list of Trustees until the next Annual General Meeting.

You are required to give one month's notice in writing, addressed to the Chair of the Pelvic Partnership, and sent to the charity's registered address at 26 Manor Green, Harwell, Oxon, OX11 0DQ.

An honorary officer will need to give an additional month's notice to allow enough time to find a replacement and hand over duties.