

# **Task description for Trustee Directors of Planning Aid Wales**

## **Main purpose of the role**

To further the organisation, keeping within its charitable objectives.

## **Main tasks**

1. To attend quarterly Board meetings.
2. To take part in formulating and regularly reviewing the strategic aims of the organisation.
3. With other trustee directors, to ensure that the policy and practices of the organisation are in keeping with its aims.
4. With other trustee directors, to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

## **Main duties**

### **1. Formulating strategic aims**

- Consider the organisation as a whole and its beneficiaries, whether as a member of the Management Board or any of its sub-committees or working groups.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

### **2. Ensuring policies and practices are in keeping with aims**

- Attend meetings of the Management Board.
- Reflect the Board's policies and concerns, whether as a member of the Management Board or any of its sub-committees or working groups.

### **3. Ensuring best practice**

- Be an active member of the Management Board in exercising its responsibilities and functions.
- Maintain good relations with senior staff.
- Take part in training sessions provided for the benefit of trustee directors.
- Fulfil such other duties and assignments as may be required from time to time by the Management Board.