

The Plough Arts Centre - Trustee Role Description

January 2024

Introduction

The Plough Arts Centre is a UK charity overseen by a Board of Trustees (the “Council of Management”). The level of involvement of Trustee in the operational running of an organisation varies enormously between organisations. In our case The Plough is able to benefit from trustees volunteering for subcommittee responsibilities as well as non-board roles. It can be demanding of your time, skills, knowledge and abilities.

Trustee Responsibilities

To collectively have oversight and legal responsibility for The Plough's management and administration.

Please refer to [Charity trustee: what's involved \(CC3a\)](#) on the UK government website.

Duties include:

- To act in the best interest of The Plough and declare any conflicts of interest
- To act professionally and collegially to promote good working relationships among trustees and staff
- To manage risks and resources responsibly by implementing appropriate financial controls
- To act with reasonable care and skill and take appropriate advice when needed
- To do what you and co-trustees decide is best to achieve the purposes of The Plough
- To make balanced and informed decisions considering both long and short term measures
- Not to receive any benefit from The Plough unless properly authorised by the board

Currently we are looking for people with skills and experience in the following areas:

- Finance and accountancy
- Fundraising
- Charity management and governance

TPAC is dedicated to diversity, inclusivity and representation across different backgrounds and experiences locally.

Role Requirements

- Attend Committee of Management (COM) meetings currently held on the second Friday of each month from 10.30 am to 1pm
- An ability and willingness to fulfil the time requirements (attendance at Board meetings and some regular time volunteering to support The Plough charity)
- Be courteous and respectful in dealings with staff and other trustees
- Ensure COM decisions are implemented
- Ensure good practice and compliance
- Maintain complete confidentiality at all times
- Be willing to challenge and advise
- Be able and willing to take part in training if and when required
- Read all papers in readiness for each meeting and contribute in subsequent discussions
- Fully support diversity, equality and inclusion
- Collectively support the Chair in line managing the executive and senior staff
- Be an ambassador and promoter of The Plough wherever possible
- Join at least one sub-committee if possible
- Support the charity by attending events and activities whenever possible