Job Description

Trustee

Overall Purpose

The board is responsible for the overall governance and strategic direction of the English PEN, developing English PEN’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. It is responsible overall for the future success of the English PEN ensuring its long-term financial sustainability.

The board acts collectively and corporately, with care, diligence and skill, in the best interests of English PEN and its beneficiaries.

Main Responsibilities

1. Determining the overall direction and development of English PEN through good governance and clear strategic planning;
2. Ensuring that English PEN and its representatives act in accordance with the legal and regulatory framework of the sector and English PEN’s governing document, continually striving for best practice in governance;
3. Upholding the legal duty invested in the position of trustee, undertaking its duties in a way that adds to public confidence and trust in English PEN;

Main Duties

1. Acting as an advocate, promoting and developing English PEN in order for it to succeed.
2. Supporting the Director and staff to raise funds to enable the organisation to meet its charitable objectives.
3. Overseeing the sound financial management of English PEN’s resources, ensuring expenditure is in line with the organisation’s objectives and that investment activities meet accepted standards and policies;
4. Ensuring the effective and efficient administration of English PEN and its resources, striving for best practice in good governance.
5. Establishing, reviewing and approving policies guiding English PEN, including: Environmental Policy, Ethical Fundraising Policy and Equality and Diversity Policy and HR Policy.

The commitment

Board members should attend 4 meetings per year plus one strategy day. There are also public and fundraising events and board members are expected to attend some but not all of these. Board members are elected for four years with the potential of renewing another 4 years. There are 3 committees and additional occasional task groups. It is expected that board members contribute to at least one of these.