



# Trustee Job Description

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## Trustee of the Psoriasis Association

The duties of a trustee are:

- To ensure that the Psoriasis Association complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that the Psoriasis Association pursues its objects as defined in its governing document
- To ensure that the Psoriasis Association applies its resources exclusively in pursuance of its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
- To contribute actively to the Board of Trustees in giving strategic direction to the Psoriasis Association
- To safeguard the good name and values of the Psoriasis Association
- To ensure the effective and efficient administration of the Psoriasis Association
- To ensure financial stability of the Psoriasis Association
- To protect and manage the property of the Psoriasis Association and to ensure the proper investment of the charity's funds.

In addition to these statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

## Trustee person specification

- A commitment to the Psoriasis Association
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Adopt the Seven Principles of Public Life (Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



## Meetings

- There are three meetings of the Board of Trustees of the Psoriasis Association per year, dates of which are circulated well in advance. At present two meetings per year are held online (via Zoom) and one meeting per year is held in person, usually at the Head Office, Dick Coles House, 2 Queensbridge, Northampton, NN4 7BF.
- The most recent Annual General Meeting was held as an in-person event at the Manchester Conference Centre in June 2024. The next AGM must be held within 15 months of this date. Traditionally the AGM is held alongside an Annual Conference day meeting.
- There are currently two sub-groups, the Finance Committee (who meet twice per year) and the Medical and Research Committee (who meet once per year.)

## Expenses

- Standard class travel expenses and other ad hoc expenses incurred when undertaking the role of a Trustee of the Psoriasis Association can be reimbursed when accompanied by a receipt.
- Expense claim forms can be obtained from the Finance Officer, Polly Matthews (polly.matthews@psoriasis-association.org.uk, or telephone 01604 251620).
- Further guidance can be obtained from the Charity Commission – Trustee Expenses and Payments (CC11) - <https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-and-payments>

## Useful links for prospective Trustees

- The Essential Trustee: What you need to know. The Charity Commission. [CC3\\_feb20.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/cc3_feb20.pdf)
- The Charity Governance Code. <https://www.charitygovernancecode.org/en>
- Conflicts of Interest: a guide for Trustees. The Charity Commission. [Conflicts of interest: a guide for charity trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees)
- Psoriasis Association website. <https://www.psoriasis-association.org.uk/>