



**The Baby Loss Counselling Charity**

**‘Every parent in the UK has easy and timely access to specialist counselling following baby loss’.**

**Volunteer Title:** Petals Trustee

**Main Objective:** To ensure that Petals fulfils its objectives as defined in the governing document, and strives to achieve the vision of the charity through everything it does

**Reporting to:** The Trustee Board Chair

With a strong commitment to the vision of the charity, you will have a willingness and enthusiasm to devote the required time and effort to the role of Trustee. Using your skills, knowledge and experience, you will engage in board discussions, focus on key issues, make management decisions and provide guidance and support to the CEO to lead the organisation.

The duties of a Petals trustee are as follows.

- To ensure that operational projects are aligned to the long term organisational strategy
- To ensure that the charity complies with its governing document (memorandum / articles of association), charity law, company law and any other relevant legislation or regulations
- To ensure that the charity uses its resources exclusively in pursuance of its charitable objects
- To support the CEO in the development of the organisation’s long-term strategy, budget and business plan
- To ensure that the CEO evaluates performance against agreed targets
- To ensure that the Charity, led by the CEO, has effective and efficient administration, including appropriate policies and procedures in place
- To ensure that the organisation has financial stability, and that funds are being allocated and used appropriately

**Support & Training:** Induction, Board support. Trustee Training courses available.

**Time Commitment:** Board meetings are quarterly in the afternoon or evening.  
Trustees with Finance responsibilities have additional meetings prior to the main board meetings to prepare the accounts.  
Board members take part in a Petals organised event annually.  
Board members attend an annual staff and volunteer lunch.

**Expenses:** Trustees can claim for travel expenses for all Head office meetings as well as additional events where expenses are incurred using the Expense Policy.

**Trustee roles available Apr 2020:** We currently have 2-3 new trustee positions on our board. We are seeking volunteers with expertise in the following areas:

Business and finance  
Law  
Human Resources

Please contact our CEO Karen Burgess [karen@petalscharity.org](mailto:karen@petalscharity.org) for further information if you may be interested in applying.