



## Job Description: Trustee

### Main responsibilities

- To attend Directors' meetings and AGMs or, if unable to do so, to submit apologies. Meetings are currently held four times a year on Thursday afternoons (usually in Edinburgh). Travel expenses are paid and childcare costs or a crèche arranged. An annual schedule of meetings is available.
- To decide the policy of OPFS on major social policy issues.
- To decide the strategic direction of the organisation and to assist the Director in securing the necessary resources. To ensure that clear forward business plans and budgets are established for all OPFS work and to monitor performance in relation to the annual plan of work and in relation to annual budgets for income and expenditure. Local and national services report annually to the Board and the Director provides an overview for each meeting and briefing on relevant strategic developments.
- Possibly to be involved in relevant sub- groups. Currently OPFS has a Finance and a Personnel sub-group. These meet quarterly at times convenient to the members. The Finance Sub-group normally meets on a weekday afternoon a week before Board meetings. The Personnel sub group immediately before Board meetings.
- To keep OPFS informed of relevant developments, either by other related organisations or of issues relevant to lone parents, or in funding bodies or potential funders.
- To represent OPFS to other agencies and to the public as appropriate.