

Job Description: Trustee/Management Committee Member

1.1 Job Purpose

To be a participating member of the Management Committee of Nottingham Counselling Service (NCS), which is a registered charity and company. The NCS organisation provides therapeutic counselling to individuals experiencing distress from a variety of life events. Collectively the Management Committee is responsible for setting: policies, deciding on long term strategy, monitoring performance and supporting the Executive Director and other paid staff in implementing the Committees decisions.

1.2 Duties and Responsibilities

- a) To become fully informed about the work of Nottingham Counselling Service in order to take an active part in the running of the service.
- b) To attend regular Management Committee meetings. Usually these are held on Tuesday or Wednesday evenings, between 6.00pm and 8.00pm, at Nottingham Counselling Service. Normally there are eight meetings per annum, spaced at approximately 6 weekly intervals.
- c) To be prepared to serve in and take an active part in any sub-committees that are formed. Such sub-groups are formed on an occasional basis in response to a specific need of the Centre. For example, there may be sub-committees formed in relation to staff recruitment, policy development, finances and fund raising.
- d) To contribute knowledge and experience in order to further the aims and objectives of Nottingham Counselling Service.
- e) To act in a legal capacity as a trustee of Nottingham Counselling Service, if nominated, including taking responsibility as an employer.
- f) To contribute such skills, expertise and know how beneficial to the long-term sustainable development of Nottingham Counselling Service.