

What is a trustee?



Trustees are volunteers who give their time to PSS.



Decision

A trustee helps make decisions for PSS.



Trustees make sure PSS is doing a good job.



Trustees help run charities like PSS.



PSS is a charity.



Trustees volunteer on our Board.



A Board is a group of volunteers who help run PSS.



Trustees help the Board make important decisions.

What does a trustee do?



Trustees make sure charities like PSS are doing what they say will.



Trustees make sure that the charity is following the law.



Trustees are legally responsible for how the charity is run.



Trustees make sure that the charity is the best it can be.



Trustees go to meetings.



They do lots of reading before the meetings.



Each meeting is different.



Being a trustee is an important role.

Why are we looking for new trustees?



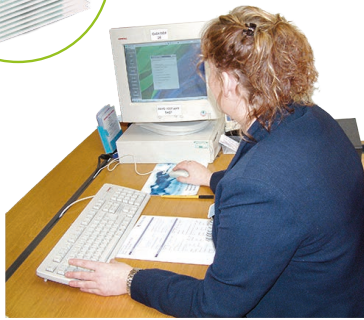
We need people with lots of different skills on our Board.



We need people who have the skills that we are missing from our Board.



We want a Board member who has experience in finance.



Experience and skills in finance means you can look after money for companies and people.



We want a Board member who has experience in digital and tech.



Experience in digital and tech means you can work with computers and computer software.



We want a Board member who has experience in social care.



Experience in social care means supporting people to get what they need.



We want a Board member who has experience in lobbying and campaigning.



Experience in lobbying and campaigning means asking for things to change so that lots of people can have a better life.



You might have experience of asking the Government for changes to be made.

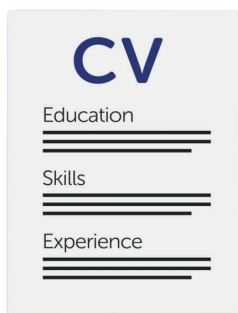


You might work with organisations who ask for change to be made.



If you are in the PSS co-production groups, you have experience in lobbying and campaigning.

Who can apply?



We are looking for people who have the skills that we need.



If you have one or more of the skills we need you can apply.

Who are we looking for?



We are looking for people with the skills we need and who have lived experience of learning disability or autism.



We are looking for people who have the skills that we need and are from a range of ethnicities.



Ethnicity means a group of people who share the same race, religion, tradition or history.



We want to have a more diverse Board.



A diverse Board means it will have lots of different people.



A diverse Board might have:

People who are of different ethnicities.



People who are different genders.



People with disabilities.



People in the LGBTQIA+ community.



People who are neurodiverse.



We want our Board to represent all the communities we support.

What qualities are we looking for in our new trustees?



We want people who will listen.



We want people who are friendly.



We want people who are trustworthy.



We want people who will help us make good decisions for PSS.

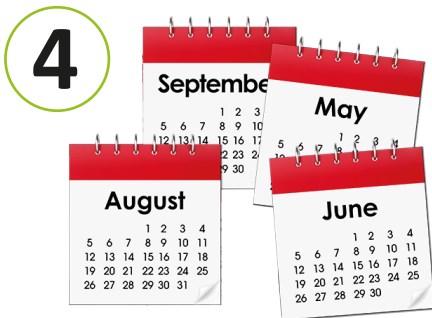


We want people who are open-minded.

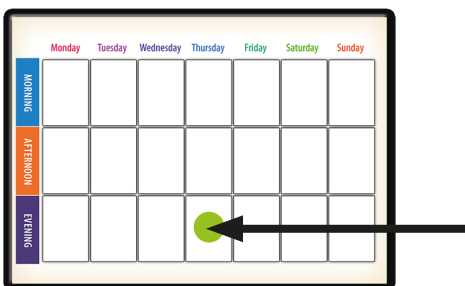


We want people who want to be involved with the supported people at PSS.

How much time you will need to give as a trustee



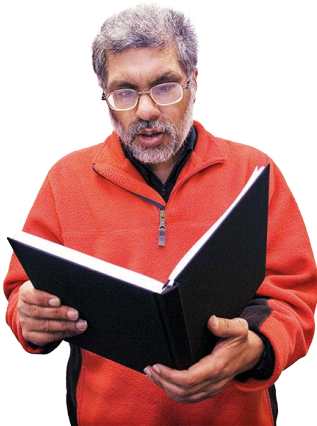
The Board meets four times every year.



You will go to one meeting every three months.



The meeting will be held from 4pm until 7pm.



You will have to do lots of reading before the meeting.



You might also visit our services.



Board meetings are normally at PSS head office, Eleanor Rathbone House, 24 Derby Road, Liverpool L5 9PR.



Sometimes we meet at our offices around England and Wales.



You will go to Board away days.



A Board away day is a whole day spent with all of our Board members at our PSS head office in Liverpool.



We will support you to get to the meetings.



If you cannot go to a meeting you can join on Microsoft Teams.



If you have never used Microsoft Teams we will support you.

What you will do at the meeting



There will be an agenda for the meeting.



An agenda is a list of things to talk about at the meeting.



You will need to read documents before the meeting.



We can send you the documents by email before the meeting.



Or we will print them for you.



You will talk about the things you have read.



You will help make decisions.



You will be respected by the other trustees.



You will be in a safe place with the other trustees.

Do you need meeting experience?



It is ok if you have never been to a meeting.



We will give you a Board buddy to support you as a trustee.

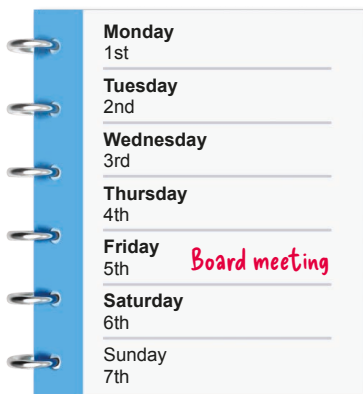


Your Board buddy will be someone who works at PSS.



Your Board buddy will support you in your role as a trustee and at meetings.

When will the meetings be?



Each date will be different.



Each meeting will be from 4pm until 7pm.



They will last around three hours.

What you should wear



You can wear something you feel comfortable in.



You can wear clothes that you would wear to leave the house.

Is this a paid role?



The role is not paid because it is a volunteer role.



You will be paid for any parking or travel costs to come to the meeting.

What you need to know



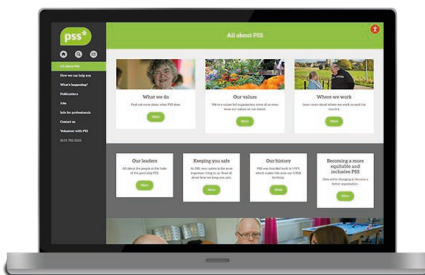
You can be a Board member for 9 years.



It is a big commitment to be a trustee.



Commitment means a promise or firm decision to do something.



Your name will be on our website and other websites.



You will have a legal responsibility for how PSS is run.



**Disclosure &
Barring Service**

You will need to have a DBS check done.

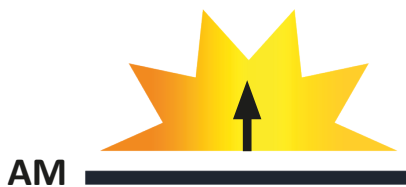


A DBS check will show us if you have a criminal record.

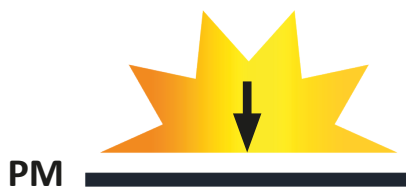
How will we pick the new trustees?



You will be asked to spend half a day with us.



This will be in the morning or the afternoon.



You will be interviewed and meet people at PSS.



Julie

You will have a chat with Julie, our Chair of Trustees.



Harriet

You will have a chat with Harriet, our director of operations or Sharon, head of people and finance.



Sharon



You will meet people we support.

How to find out more



You can email us at info@pss.org.uk.



Or call us on 0151 702 5555.

Monday	9am - 5pm
Tuesday	9am - 5pm
Wednesday	9am - 5pm
Thursday	9am - 5pm
Friday	9am - 5pm
Saturday	
Sunday	

You can call or email Monday to Friday between 9am - 5pm.



We will talk to you in a way that works best for you.