



## PSA Foundation director job description and background to the role Jan 2022

The PSA Foundation Director is primarily a board role and as such requires attendance at board meetings and supporting the main aims of the PSA. In addition it is responsible for the day to day management of the Foundation.

The Foundation provides regular paid up members of the PSA elements of financial support when they find themselves at a difficult point in life. The level of support can vary depending on the need and the person's involvement in the PSA. Discretionary payments are usually offered to cover regional meetings, the national conference or in rarer circumstances, cost associated with coaching, mentoring or actual finance for people who are ill or in dire need.

The PSA Foundation Director takes referrals from regional presidents and HQ and must make discretionary awards as seen suitable and in line with available funds.

### Practical roles

As a director of the PSA you will have a private PSA email address to receive referrals. You will need to be contactable from regional presidents and others who refer people for support and feel comfortable in making decisions regarding the level of support required. In addition you may find that the person who requires help sometimes just needs a listening ear and pointing in the right direction for additional help.

As Foundation Director you are required to work with others in the work around collecting donations (including the organising with PSA HQ of the annual Foundation auction on the main conference) and holding other fundraising events for the foundation. You will be supported by the rest of the board and the HQ team but may also need to work with a small group of volunteers.

## **Board roles**

The director will:

- go to the PSA board meetings, either virtually or in person, usually in London, where they will provide a short confidential/anonymised report of activities of the foundation;
- check their emails on a regular basis;
- be part of the PSA discussions and give guidance and feedback to the board from a foundation perspective.

## **Sensitivity**

The crucial difference for the Foundation director is that the role is confidential and as few people as possible will need to know about the people you're helping. So confidentiality is imperative to this role, and of course, being approachable and 'findable', and having a good listening ear and EQ. The Foundation director should be good with people, be able to respond quickly to need and be on the lookout for members in need on behalf of the PSA board and members.

## **Growth**

Finally, the PSA Foundation has the ability to grow and could indeed be something quite significant in the future. The development of the PSA Foundation, maybe into a charitable trust to receive Gift Aid donations, and significant fundraising events could be something for a future PSA Foundation director to consider. The development of a PSA Foundation team should be looked at and asked at the board, some work on this has already been done by the current director.

## **The overall foundation of the role - no pun intended!**

It's fundamentally a pleasure to help people who are in need and work on behalf of the membership.