

4SIGHT

JOB DESCRIPTION

POST: Trustee

GRADE: N/A

REPORTS TO: Hon Chair

ACCOUNTABLE TO: Charity Commissioners

ROLE PROFILE:

The role of Trustee is a non executive one. While Trustees have overall responsibility for 4SIGHT's management and administration, day to day management of the Charity is delegated to the Chief Executive and the Executive team. Trustees have an oversight role to ensure the charity's income and property are used solely for the purposes set out in the Articles of Association. They have a legal responsibility to act reasonably and prudently in all matters while ensuring the best interests of the charity at all times and promoting good practice in all 4SIGHT activities.

RESPONSIBILITIES:

General / legal

- Ensure the Organisation meets its objectives as laid out in the Articles of Association
- Ensure compliance with the Articles of Association and Bye Laws of the Organisation, charity law, company law and any other relevant legislation or regulations
- Ensure that the Organisation manages its assets effectively and applies its resources exclusively in pursuance of its objects
- Ensure the financial stability of the Organisation
- Provide proper accounts of the Organisation's activities to its members, funders (and the Charity Commission, Companies House and other regulatory bodies as required), producing annual reports, and ensuring accounts and other information is filed on time
- As far as is reasonable, keep abreast of legislation that may affect 4SIGHT's work and direction
- Ensure compliance with relevant legislation, including employment law and data protection law
- Ensure the Organisation operates effective health and safety policies and procedures covering all its premises and activities and that these are monitored regularly

Trustee's Job Description and Person Specification

- Ensure that necessary insurance policies are in place
- Ensure the 4SIGHT meets all its contractual and other obligations, including employment contracts, service contracts, licence agreements and any other licence agreements.

Financial

- Approve and monitor budgets
- Effect overall control of income and expenditure
- Oversee fundraising policy and activities and trading activities ensuring that all fundraising activities carried out on behalf of 4SIGHT are properly undertaken and that all funds collected are effectively managed and accounted for
- Ensure tax affairs are managed effectively
- Ensure that funds are applied for the purpose which they were given and that Trustees are not acting 'ultra vires'
- Take responsibility for the solvency and continuing effectiveness of the charity.

Management / General

- Set overall policy and short, medium and long term objectives
- Identify, discuss and agree opportunities to expand reach and depth of work
- Ensure there are systems to regularly monitor and evaluate the Organisations work
- Be a good employer
- Support senior staff ensuring other employees are properly managed and supported
- Ensure the organisation operates an effective equal opportunities policy
- Promote 4SIGHT at all opportunities.

OTHER COMMITMENTS

All Trustees need a commitment to actively work to enable vision impaired people to lead fully inclusive lives in the community. All Trustees must:

1. Be aware of the effects of visual disability or themselves be vision impaired.
2. Appreciate the needs of older people and those with other disabilities.
3. Have a commitment to enable all citizens to have equal opportunities in all aspects of family and community life.

Trustee's Job Description and Person Specification

4. Actively support the development of the Organisation's services and activities.
5. The role of all Trustees is to promote the overall interests of the Organisation. To this end they should be prepared to abide by majority decisions of the Trustees.
6. Be willing to devote the necessary time and effort to the role of a Trustee of the Organisation.

NB/MP

Updated December 2009