

The Royal Leicestershire Rutland and Wycliffe Society for the Blind

Trustee Job Description

Primary Objectives

1. A Trustee has three main responsibilities:
 - a. To hold the Royal Leicestershire, Rutland and Wycliffe Society for the Blind (hereafter referred to by its trading name of Vista) in trust and to ensure public confidence
 - b. To determine the overall direction of Vista through sound governance
 - c. To provide leadership

Specific Duties

2. To ensure that Vista complies with its Memorandum & Articles of Association, charity law, company law, and any other relevant legislation or regulations.
3. To ensure that Vista pursues its charitable objects as defined in its Memorandum & Articles of Association.
4. To ensure that Vista applies its resources exclusively in furtherance of its objects. In other words, to ensure that Vista does not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities may be.
5. To actively contribute to the role that the Board of Trustees carries, to give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
6. To safeguard Vista's good name and values.
7. To ensure the effective and efficient administration of Vista.
8. To ensure the financial stability of Vista.
9. To protect and manage Vista's property and to ensure the proper investment of funds.
10. To appoint and support the Chief Executive Officer and to monitor his or her performance.

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contribute to meetings of the Board of Trustees
and any sub-groups or Committees as required.

13. To use any specific knowledge, skills or experience to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues, relevant to areas of Vista's work in which the Trustee has special expertise.

14. To attend a minimum of 6 of the monthly Executive Committee meetings per year. In addition, a Trustee is expected to devote 5 hours a month to responsibilities outside Committee Meetings, including preparation for meetings, visiting projects, undertaking training, etc.

15. Trustees are legally accountable to the members of Vista and to the Inland Revenue, HM Customs & Excise and the Charity Commissioners. A Trustee has the following legal obligations that should be understood and complied with:

- a. To act rationally, sensibly, carefully and with proper advice in financial and other matters, ensuring that assets are not misused but applied to the charitable objects of Vista and that investments are handled properly.
- b. Not to enter into financial commitment unless reasonably sure that Vista will have adequate funds to meet any payments due.
- c. Not to benefit personally, either directly or indirectly, except in the strictly limited and defined ways that are laid out in the Memorandum and Articles of Association. E.g. reasonable and proper out-of-pocket expenses.
- d. Not to make a profit out of the position of trust or to be in a position where the duties and responsibilities as a Trustee might conflict with personal interests.
- e. Not to charge for time, trouble or expertise in administering the work of Vista, nor to derive any benefit from it.