

Trustee Role Description

Location: Mostly remote; head office is based in Leicester with regular meetings via video call

Team: Board of Trustees

Our trustees play a vital role in making sure that Vista achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Vista has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Vista to grow and thrive, and through this, achieve our mission.

Trustees act as Ambassadors at all times, and demonstrate our values in all they do.

To act in line with Vista's Trustee Code of Conduct.

Our Values:

- Everyone is welcome and heard
- We are open and honest
- We learn, adapt and find solutions
- We are responsive, caring and committed

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Vista's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Vista's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Vista's financial statements.
- Provide support and challenge to Vista's CEO in the exercise of their delegated authority and affairs.

- Keep abreast of changes in Vista's operating environment.
- Contribute to regular reviews of Vista's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Vista's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Vista's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Lived experience of sight loss would be highly valued.

There will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise, particularly around finance and fundraising.

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values (see above)
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are initially appointed for a 3 year term of office, with the ability to stay longer if agreed.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at our head office in Leicester, but with an option to join by video call if necessary.
- Attending at least one strategy/AGM development day per year.

Committee membership

If you have experience managing budgets, fundraising, forecasting and/or managing investments there is a monthly online Finance, Fundraising and Risk Committee.

Ad hoc and occasional support through phone calls, working groups and / or support to the executive team.

Resources and further reading:

- [Charity trustee: what's involved \(CC3a\)](#) - GOV.UK
- [Charity Finance Group | Inspiring Financial Leadership](#)
- [Honorary Treasurers Forum](#) – A source of information, research and knowledge for the treasurers of charities – The Honorary Treasurers Forum
- [Training and Events](#) | NCVO