**iSightCornwall**

**Trustee Role Description**

**Statutory Duties of a Trustee**

Under Charity law, iSightCornwall (iSC) Trustees have and must accept ultimate responsibility for directing the affairs of ISC, ensuring that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. These duties are split into three particular duties – compliance, care and prudence, which are set out below using the wording given by the Charity Commission

1. **Duty of Compliance – Trustees must:**
	1. Ensure that ISC complies with charity law, and with the requirements of the Charity Commission as its regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
	2. Ensure that ISC does not breach any requirements or rules set out in the governing document and that it remains true to the charitable purpose and objectives set out there.
	3. Comply with the requirements of other legislation and regulators which govern the activities of ISC
	4. Act with integrity, and avoid any personal conflicts of interest or misuse of ISC’s funds or assets
2. **Duty of Prudence – Trustees must:**
	1. Ensure that ISC is, and will remain solvent.
	2. Use ISC’s funds and assets reasonably, and only in furtherance of ISC’s objects
	3. Avoid undertaking activities that might place ISC’s endowment, funds, assets or reputation at undue risk
	4. Take special care when investing ISC’s funds, or borrowing funds for ISC’s
3. **Duty of Care – Trustees must:**
	1. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure ISC is well-run and efficient.
	2. Consider getting external professional advice on all matters where they may be material risk to ISC, or where the trustees may be in breach of their duties

**Specific duties of a Trustee of ISC (linked to the Terms of reference)**

To provide direction and stewardship for the iSightCornwall (ISC) for the benefit of current and future users, by:

1. Setting the vision, mission, values and strategic direction of ISC
2. Monitoring and communicating performance against strategy, its impact upon stakeholders and its corporate behaviour.
3. Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
4. Ensuring that ISC complies with all constitutional, legal and regulatory requirements.
5. Ensuring that the charity’s governance is of the highest possible standard.

**Requirements of Trustees**

The Board of Trustees is the elected policy making body of the iSightCornwall Charity. The Board consists of those that represent the needs of the visually impaired population of Cornwall, and business and professional members of the public. In addition to a genuine unselfish interest in the Charity, a Trustee should have:

1. Willingness to take a leadership role in developing the resources of the Charity.

2. Ability to work constructively with staff, volunteers and other Board members.

3. Background that provides sound judgment in considering problems and policies.

4. Courage and willingness to help formulate the Charities activities to ensure the Charity is the main point of contact for visually impaired people in Cornwall.

5. Respect of colleagues, which will give leadership and inspire others to respond.

**In addition, a Trustee should**:

1. Make every effort to be fully informed on the objectives and policies of the Chamber.

2. Prepare to assume responsibility for making decisions for the organisation.

3. Recognise that their authority is limited to one vote and that he/she must abide by decisions of the Board.

**Function**

Members of the Board are selected because of their leadership in their industry and the community, their experience of the Charity’s work, and their interest in the organisation.

The Board is the policy-forming branch of the Charity. The Board members approve the budget, receive and pass on committee reports and recommendations, and direct the general activities of the organisation.

Ultimately, the Board must assume responsibility for seeing that its policy determinations are carried out.

**Relation to Staff**

While the Board is the legislative and the judicial arm of the Charity, the administration of the policy is delegated to the Charity’s staff. The Board employs the CEO whom the Board holds responsible for the employment and performance of the paid personnel and volunteers required to carry out the Charity’s activities as approved by the Board.

**Relation to the Public**

Each Board member is the representative of the Charity. Board members should be ready at all times to defend the Charity against criticism, or where the criticism may be justified, take steps to remedy the situation by bringing it to the attention of the Board for action. The CEO / Chairperson are the only spokespersons of the Chamber. Any Board Member being contacted by the press with related Charity issues should refer them to the CEO / Chairperson for comment.

**Relation to the Board**

With respect to his/her relationship to other Board members, each director is a partner in the important work of seeking to improve the provision of services to those people in Cornwall and Isles of Scilly with sight loss or significant visual impairment and assist in the prevention of blindness, to ensure they have independent and inspiring futures, through the activities of the Charity.

**Relation to the Budget**

iSightCornwall operates on a budget approved by the Board of Trustees. Each year, the CEO will submit a proposed budget detailing the anticipated income and expenditures to carry out the Charity’s agreed programme of work.

Financial reports are submitted to the Board of Directors at regular bi-monthly meetings. There is a subcommittee - Finance and Policy Group, which draws membership from the Trustee board, which facilitates more detailed discussions on the state of the Charity’s finances. An annual audit or financial statement review of all accounts is made each year by a Certified Public Accounting Firm, with inspection copies available to the Board.

**Term of Office**

Three year term except that any Trustee serving as an officer at the end of his/her three year term shall be eligible for one additional three year term. The beginning date is officially the date of the AGM, however we co-opt members onto the Board during the year as needs dictate.

**Attendance Requirements**

Absence from three regular Board meetings during any fiscal year and so recorded by the Board of Directors shall be construed as a resignation. If a Board member has been absent because of extenuating circumstances, the Board member may be re-instated by a two-thirds vote of the Board of Directors at a regularly scheduled meeting. Absence from any additional meeting during the same fiscal year after re-instatement shall be deemed a resignation from the Board subject to the same reinstatement policy. Board members are invited to attend / support relevant fundraising events.