

ROLE DESCRIPTION: TRUSTEE/ TREASURER/ FOUNDATION GRANT GIVING TRUSTEE

OVERALL PURPOSE

Trustees are responsible for the overall governance and strategic direction of the charity, which includes developing the organisation's aims, objectives and goals in accordance with the charity's governing document and other legal and regulatory guidelines. Trustees are elected to serve a period of three years, after which time they are eligible to re-stand for a further year period

STATUTORY RESPONSIBILITIES

- ☐ To ensure that the charity pursues its objects, which are the relief and prevention of poverty, as defined in its governing document
- ☐ To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public trust and confidence in the charity.
- ☐ To contribute actively to the Trustee Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- ☐ To ensure the proper investment of the charity's funds and the financial stability of the organisation.
- ☐ To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.

PRINCIPAL DUTIES

- ☐ Preparing for and participating in quarterly Trustee Board meetings held at Birdcage Walk, London, and other related sub-committee meetings as required
- ☐ At all times to act in the best interests of the charity, and current and future service users
- ☐ Promoting and developing the charity in order for it to grow and maintain its relevance to society for the public benefit.
- ☐ Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects; that investments are in accordance with the investment policy document; and activities meet accepted standards and practices.
- ☐ Ensuring the effective and efficient administration of the charity and its resources, (as delegated to the Chief Executive) striving for best practice in good governance.
- ☐ Fostering good relations with The Institution of Mechanical Engineers and taking every opportunity to promote the charity's activities amongst members of the Institution.
- ☐ if so designated, acting as a counter-signatory on charity cheques and bank transfers, as and when required.
- ☐ Maintaining absolute confidentiality concerning all sensitive/confidential information received in the course of Trustee's responsibilities to the charity.

ACCOUNTABILITY

Trustees are severally and jointly responsible for the governance and operations of the charity. As such, Trustees are principally accountable to the Charity Commission, Companies House and also, in varying degrees, to the charity's donors and beneficiaries.

TRUSTEE PERSON SPECIFICATION

- ☐ Commitment to the aims and ethos of the organisation
- ☐ Ability and willingness to devote the necessary time and effort
- ☐ Strategic vision
- ☐ Sound, independent judgement
- ☐ Ability to think creatively
- ☐ Willingness to speak their mind
- ☐ Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ☐ Ability to work effectively as a member of a team
- ☐ Acceptance of Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

CURRENT VACANCIES AT DECEMBER 2019:

Please see below for additional details, and contact the Chief Executive, Anni Broadhead anni.broadhead@imeche.org , to request an application form and/or talk through the roles if you are interested in applying.

TREASURER

The Treasurer does not undertake accountancy tasks but helps direct the financial direction of the organisation. This includes being the Chair of the Finance Committee. Alongside other Trustees, the Treasurer receives annual investment manager performance reports and reviews the investment policy. Where required, the Treasurer meets the auditor as part of the annual audit cycle.

FOUNDATION GRANT GIVING TRUSTEE

This is a new position on the Trustee Board, and has been created in order to support the Foundation grant giving that the organisation is committee to progressing from 2020. We have previously given grants and loans to individuals, and will be moving into creating multi-year agreements to other organisations. This is therefore an exciting time to join us and help us to develop and embed this work.

December 2019