

## Role description: Trustee

### Introduction

Our Trustees play a vital role in making sure that InFocus Charity achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that InFocus Charity 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 InFocus Charity to grow and thrive, and through this, to transform the lives of young people with vision impairment and complex needs.

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

You can find more information about our charity at the end of this document.

### Duties:

- Support and provide advice on InFocus Charity's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee InFocus Charity'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 InFocus Charity's financial statements.
- Provide support and challenge to InFocus Charity's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in InFocus Charity's operating environment.
- Contribute to regular reviews of InFocus Charity's own governance. Attend Board and sub-committee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect InFocus Charity's interests, to the exclusion of their own personal and/or any third party interests.

- Contribute to the broader promotion of InFocus Charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

More information about the legal duties of a Trustee, who can be a Trustee, and how Trustees are appointed, can be found online at GOV.UK.

[The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)

## What we are looking for

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.

You do not need previous governance experience – we will provide a full induction and training.

### 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 InFocus Charity
- 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 appointed for a 3-year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

### Time commitment and expectations

- Attending three Board meetings and an AGM and three Sub-Committee meetings annually.
- Taking part in additional scrutiny activities, which can usually be arranged for the same day as a Board or Sub-Committee meeting.
- Attending a trustee strategic/training away day once annually

Currently meetings are held at InFocus Charity's main site in Exeter and are scheduled for 2-2.5 hours. Our expectation is that people will attend meetings in person on site, but occasional remote access to meetings is possible.

#### Committee membership

- All Trustees join one of the three Sub-Committees according to their own experience, knowledge and expertise.

#### Other events

- Trustees are regularly invited to optional events at InFocus Charity. These are a special opportunity to meet and spend time with the young people we serve.

## How to apply

Recruitment is administered by the Clerk to the Board, Amanda Gorfin ([agorfin@infocus-charity.org.uk](mailto:agorfin@infocus-charity.org.uk), 01392 454201).

Please contact Amada to arrange an informal conversation about becoming a Trustee.

The next step would then see Trustees meet the Chair, CEO and another serving Trustee at InFocus Charity for a wider discussion and an opportunity to meet the young people our charity serves.

A Trusteeship may be offered, subject to:

- Completion of an application form
- Receipt of satisfactory references and an Enhanced DBS Check from the Disclosure and Barring Service

Trustees will then be appointed by resolution of the Trustees.

## More information about InFocus Charity

### Our purpose

Everyone deserves to live their life to the full, with maximum choice and control. Our purpose is to make that a reality for young people with vision impairment and complex needs. They face a multitude of barriers because of the combined impact of a vision impairment with other disabilities and support needs. We enable each person to find their unique pathway towards their very best life, using our specialist expertise and knowledge.

### What we do

We prepare young people for adulthood through our specialist residential college for 16–25-year-olds. We create opportunities to live a full, active and purposeful life through our specialist residential, community and day services for over 18's. We work to improve understanding of vision impairment with complex needs and to increase the quality of support available to young people outside of InFocus through training, partnerships and expert contributions in our sector.

### Our impact

Each year we deliver hours of specialist care, education, therapy and other support to help our young people live their vision impairment and other needs.

Everyone's aims and aspirations are different. Whatever their individual goals and dreams, we want the impact of our work to mean that – in adult life – young people supported by InFocus are:

- Living healthy lives with good mental health and emotional wellbeing
- Following their passions and doing things that they really enjoy
- Advocating for themselves independently or with support
- Able to use their money and to make decisions about spending to improve their lives
- Living as independently as they are able, with the right level of support
- In work, volunteer roles or engaged in valued activities
- Using technology effectively to support and enhance daily life
- Making choices about all aspects of their lives, to the fullest extent possible
- Maximising their functional vision
- Being active citizens in their community
- Travelling within their community, with just enough support
- Enjoying relationships with family & friends & meeting new people through a variety of social opportunities
- Using their voice about things that matter to them