



# Herts Vision Loss

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## Trustee Role Description

### Introduction

Based in Welwyn Garden City, Herts Vision Loss is a Hertfordshire- wide independent charity providing support to our county's visually impaired residents. Previously known as The Hertfordshire Society for the Blind we have been providing charitable services for over a century. Delivering services across the County in hospitals, local venues, and clients' homes, covering information services, befriending, advice, and support along with counselling and group activities, for adults and children with visual impairments. The Board of Trustees are unpaid volunteers, and lead the Charity's strategic direction, governance, and financial control.

### Duties and Responsibilities

- Ensure the organisation complies with its governing articles of association, charity law, company law and other legislation or regulations.
- Ensure the organisation pursues its objectives.
- Ensures the organisation applies its resources exclusively in pursuit of its objectives.
- Contribute actively to the Board in giving firm strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance.
- Safeguard the reputation and values of the charity.
- Ensure effective and efficient administration of the organisation.
- Ensure financial stability of the organisation.
- Protect and manage the property of the charity.
- Ensure proper investment of the charity's funds.
- Appoint the Chief Executive Officer and monitor their performance.
- Maintain Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

- Recognise and declare any Conflict of Interest that may occur in the exercising of the role.
- Ensure compliance with Charities Commission regulations applicable to Trusteeship.

### **Tasks**

Trustees need to be available to attend Board meetings quarterly, the Annual General Meeting with presentation of annual accounts, and be part of one or more of the Sub committees between Board meetings, along with becoming involved with the Fundraising and events run by the Charity.

Use own skills to help the Board make sound decisions, scrutinise, lead discussions, focus on key issues, and provide relevant advice.

### **Person Specification**

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Logical, reasoned independent judgement.
- Ability to think strategically.
- Willingness to speak your mind.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Ability to work as a member of a team.
- Have a variety of generalist or specific skills and knowledge from all walks of life.
- Ability to view the wider picture.
- Meet Charity Commissions eligibility requirements.
- Have experience either working or volunteering with a charity, though not essential.

### **Required Skills and Experience**

HVL is seeking individuals with a passion for our cause and expertise in legal and/or financial matters to join our Board of Trustees. As a trustee, you will play a pivotal role in shaping our charity's strategic direction, ensuring effective governance, and maintaining financial control.

### **Key Responsibilities:**

- Provide strategic oversight and direction to HVL.
- Ensure the charity's financial stability and compliance.
- Collaborate with fellow trustees to make informed decisions.
- Uphold our commitment to transparency, accountability, and good governance.