# Cardiff Institute for the Blind (CIB)

# Trustee role profile and person specification

**Introduction**

Cardiff Institute for the Blind (some people call us CIB for short) provides local services and lifelong support, so that blind and partially sighted people across South Wales can enjoy fulfilled lives.

We want people to enjoy independent and fulfilled lives by helping them to be part of a community, to take part in social and leisure activities, get out and about more, to be able and willing to shop alone, to visit friends, be digitally included, have more income and be able to manage money, to volunteer or work, and to take part in lifelong learning.

We were set up in 1865, making us Cardiff’s oldest charity and one of the oldest charities in Wales.  We are also very honoured to have rugby legend Sir Gareth Edwards as our President and actress Ruth Madoc as patron.

We aim to locally support blind and partially sighted people to maintain or improve their physical and emotional wellbeing by providing advice and support to help people exercise, manage medication, eat healthily, increase confidence and self-esteem, give them a sense of security and future, and reduce incidents of falls and accidents.

At our headquarters in Jones Court, Womanby Street, Cardiff, we have a products shop, IT training suite and an Activity Room, which is where many of our Cardiff clubs meet. You can also find many of the Cardiff and Vale team here, who can provide information, advice and an ear to listen.

We are part of the [RNIB group](http://www.rnib.org.uk/about-rnib) of charities and work with closely with [RNIB Cymru](http://www.rnib.org.uk/wales-cymru-1) to make every day better for people affected by sight loss.  To make it easier for people who live outside the Cardiff area to know who to contact, our staff work under the RNIB Cymru name in Swansea, Rhondda Cynon Taf, Merthyr Tydfil and Neath Port Talbot.  All our staff work closely with RNIB Cymru, local authorities and other public and Third sector organisations to try and ensure blind and partially sighted people get the support they need.

## Board of trustees’ role profile

CIB is a charity and limited company and as the decision making body, Cardiff Institute for the Blind's Board of Trustees have specific responsibilities.

Trustees are accountable for their decisions and actions to the RNIB group's governance structures, the public, courts, funders and service users.

Training and support will be provided and we welcome applications from people with no experience of being a trustee or board member, as long as they have the skills required to contribute to the effectiveness of the Board and CIB as an organisation.

## Role purpose

The main purpose of the role is to oversee CIB’s strategic direction and ensure that the organisation is carrying out its objectives.

As a trustee, you will

1. To agree and regularly monitor CIB's strategic and operational plans and ensure it pursues objectives in keeping with its governing document.
2. With the other Trustees, ensure that the organisation functions within the legal, charitable and financial requirements of a charitable organisation and strives to achieve best practice.
3. To contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. To act in the interests of CIB as a whole and of blind and partially sighted people.
5. To ensure effective and efficient administration of CIB.
6. To ensure the financial stability of the organisation and the proper investment of funds in accordance with CIB's stated aims and objectives and relevant legislation.
7. To monitor the performance of the Director of Operations and recruit a replacement should the post become vacant.
8. To use any specific skills, knowledge and experience to help the Board of Trustees reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience).
9. To chair and/or attend bodies given delegated authority by the Board.

## Person specification

Members of CIB's Board of Trustees will require:

1. A commitment to the aims and objectives of CIB and to promoting the interests of blind and partially sighted people.
2. A willingness to devote time and effort.
3. An ability to understand the broader environment CIB works in and to provide ideas on shaping the organisation’s direction.
4. Good, independent judgement.
5. An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
6. An ability to work effectively as a member of a team while contributing an independent perspective.
7. A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
8. The specific skills required by the organisation:-

Candidates must not be disqualified from acting as a Trustee.

## Duties and responsibilities of a Charity Trustee

### Who can be a Trustee?

Some people are disqualified by law from acting as Trustees including:

1. Anyone who has an unspent conviction for an offence involving deception or dishonesty.
2. Anyone who is an undischarged bankrupt.
3. Anyone who has been removed from trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement.
4. Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.

### What are the duties of Trustees?

Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up. You need to keep in mind the following areas of responsibility:-

### Ensuring compliance

Trustees must ensure that the charity complies with:

1. Charity law, and the requirements of the Charity Commission as regulator; in particular you must ensure that the charity prepares reports on its work, and submits Annual Returns and accounts as required by law.
2. The requirements or rules, and the charitable purpose and objects, set out in the charity’s own governing document. All Trustees will be provided with a copy of this document, and be familiar with it.
3. The requirements of other legislation and other regulators (if any) which govern the activities of the charity; these will vary according to the type of work the charity carries out, and whether it employs staff or volunteers, for example Employment law.
4. The requirement for Trustees to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

### Duty of prudence

Trustees must:

1. Ensure that the charity is and will remain solvent; this means that you need to keep yourself informed of the charity’s activities and financial position.
2. Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.
3. Avoid undertaking activities that might place the charity’s property, funds, assets or reputation at undue risk.
4. Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

### Duty of care

Trustees must:

1. Exercise reasonable care and skill as Trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.
2. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

More information about the role and responsibilities of Trustees can be found on the [Charity Commission website](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx) under "The Essential Trustee"

## Terms of Appointment

There is currently no limit to the term of appointment. Retiring members of the Board are eligible for re-appointment.

You must be able to commit up to approximately 5-10 days each year.

Whilst the role is normally unpaid, reasonable expenses are payable in line with CIB's standard expenses policy.

Please note that the successful candidate will be subject to a Disclosure and Barring Service Check prior to formal appointment as a Trustee. The appointment will also be subject to written references.