

## **Wirral Society of the Blind and Partially Sighted (WSBPS)**

### **Director/Trustee – Role Description**

**This is a voluntary position.**

Our directors play a vital role in making sure that WSBPS achieves its core purpose. They oversee the management and administration of the charity. They also ensure that the 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 staff team, who sit under the board of Directors, to enable growth and development, and through this, achieve our mission.

**As a director you will:**

- Have a good understanding of the voluntary sector and relationships with statutory partners, the public and other stakeholders
- Support and provide advice on WSBPS purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee WSBPS financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Take part in staff recruitment processes including sitting on interview panels.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve WSBPS financial statements.
- Provide support and guidance to the staff team.
- Keep abreast of changes in WSBPS operating environment.
- Contribute to regular reviews of WSBPS own governance.
- Attend monthly Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the charity's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of WSBPS objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Be required to complete the Companies House personal verification process.

As a local charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may include out of hours fund raising and promotional events, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

## **As a Charity Trustee (Charities Act 2011):**

Under Charity law, trustees have a legal responsibility for a charity. To support this, trustees also have specific duties. These are set out by the Charity Commission and show how trustees should govern their charity and conduct themselves.

- Carry out the charity's purposes for the public benefit.
- Comply with the governing document and the law.
- Act in the charity's best interests.
- Manage resources responsibly.
- Act with reasonable care and skill.
- Ensure accountability.

## **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.

## **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.
- Willing to and be able to meet the requirements of Director Verification for Companies House.
- 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.
- Enthusiasm for our vision and mission.

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a 3-year term of office, renewable after this period
- Attending 12 Board meetings annually. Meetings are currently held on the first Monday of the month
- Attending some training days.
- Ad hoc and occasional support through working groups.

## **How to apply**

To express your interest in a Director/Trustee role, email [hello@wirralsociety.org.uk](mailto:hello@wirralsociety.org.uk)