

Role profile	Trustee
Service	Board of Trustees
Reports to	Council



Role overview

The Board of Trustees is appointed by Council and is responsible for managing IOSH's affairs with legal accountability for all activities and results of the Institution. Being a trustee is a responsible position requiring an active role in the governance of the organisation, ensuring that IOSH continues to flourish and aspire to 'a safe and healthy world of work'. The Board sets strategy and policy, in consultation with others and oversees the implementation of such, as well as the effective and efficient management of IOSH through the Chief Executive and Board Committees.

Role responsibilities

Contribute actively to the board of trustees' role in giving firm strategic direction to the Institution, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets

Ensure the Institution **manages and applies its resources responsibly** and exclusively in pursuing its strategic objectives

Ensure the Institution **acts within the objects, aims and purposes of the Royal Charter**, other governing documents and the law

Ensure the Institution **carries out its purpose** for the public benefit

Ensure the financial stability of the Institution and the proper investment of its funds

Act in the Institutions best interest and with reasonable care and skill

Safeguard the Institutions good name and values

Be collectively responsible for the actions of the Institution and other trustees

Keep informed about the activities of the Institution and wider issues which affect its work

Act as Chair or Vice-Chair of a Board Committee, or attend working groups when appropriate, in the role of trustee

Act as a spokesperson for the Institution where appropriate and represent it at events and in the media when requested

Declare any conflict of interest while carrying out the duties of a trustee

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the Institution's work in which the trustee has special expertise.

Person specification Trustee

A member of the Board of Trustees will also be able to demonstrate and provide evidence of the following:

- 1 Successful track record of achievement throughout career
- 2 Experience of operating at a senior strategic level within a complex organisation
- 3 An understanding of governance and the skills, intellect and stature required to be an effective trustee of a high calibre board
- 4 Excellent interpersonal and communication skills and a strong team player
- 5 Integrity and commitment to the Institution
- 6 Strong commercial nous; experience of considering and supporting innovative approaches to diversifying income streams, such as external partnerships, membership strategies and commercial investment
- 7 A strong interest in the work undertaken by the Institution
- 8 An understanding of the challenges of business management and organisational development
- 9 A sound understanding of the importance of corporate responsibility
- 10 A willingness to devote the necessary time and effort to fulfil the duties as a trustee

Terms of appointment

Trustees are usually appointed for a period of 3 years, with eligibility for a second 3-year term (maximum of 6 years). Terms can be slightly different if there is a necessity to stagger to maintain continuity.

The role is unremunerated however reasonable expenses will be paid.

It will require a time commitment of 12 days a year, inclusive of board meetings, development days, and board committee meetings.

Meetings are usually held at IOSH Head office, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN.