

## Trustee, Deputy Chair and Chair - Role Description

Trustees will be elected to serve on the Board for 2 years. A person elected as Chair will initially be elected as Deputy Chair, but then proceed to become Chair after 2 years, thus the term of office will be 4 years in total.

**Responsible to:** Board of Trustees

**Overall Objectives:** To contribute to the strategic leadership, governance and policy making of the Institute of Leadership & Management.

Trustees are Non-Executive Directors and are legally responsible for the general control and stewardship of the Institute, under the Companies Act 2006 and Charities Act 2011.

### **Duties as a Trustee:**

- Prepare for and participate in regular Board meetings in the UK, normally 4 per year.
- Uphold and promote the values of the Institute in all professional and personal dealings.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
- Contribute to the development of strategy to ensure the future health and success of the Institute.
- Contribute to the development of policies relevant to the running of the Institute and its role as a professional body.
- Ensure that the Institute complies with the law, and with the requirements of the Charity Commission, including the preparation and filing of reports and accounts.
- Ensure that the Institute complies with the requirements set out in its Memorandum and Articles of Association and Bye Laws.
- Appoint and support the Institute's Chief Executive Officer, monitor his/her performance and set and review remuneration.
- Ensure that the Institute is and will remain solvent
- Use the Institute's funds and assets reasonably, and only in furtherance of its objects.
- Avoid undertaking activities that might place the Institute's funds, assets or reputation at undue risk.
- Take special care when investing the funds of the Institute or borrowing funds for the Institute to use.
- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the Institute is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the Institute, or where the trustees may be in breach of their duties.

In addition, trustees should use any specific skills, knowledge or experience they have to help the board reach sound decisions.

**Additional Duties as Deputy Chair**

- Deputise for the Chair from time to time.
- Representing the Institute on formal occasions to external stakeholders

**Additional Duties as Chair**

- Chairing all meetings of the Board of Trustees.
- Chairing the Institute's General Meetings.
- Overseeing the performance of the Board of Trustees and advising the Board on maintaining the right balance of skills and experience.
- Representing the Institute on formal occasions to external stakeholders