



Benevolent Fund of the College of Optometrists & the Association of Optometrists

Trustee Role Description

Purpose of a Trustee

Our Board of Trustees exists to ensure good governance in the administration of the Benevolent Fund and to enable the Ben Fund to achieve its mission and vision. The Ben Fund needs Trustees who are able to commit the necessary time, have strategic vision, independent judgement and an ability to think creatively.

Trustee Key Responsibilities

- Ensuring that the Charity has a clear vision, mission and strategic direction, and is focused on achieving these.
- Ensuring compliance with the Articles and with all legal and regulatory requirements.
- Acting with integrity and in the interest of the Ben Fund.
- Using the Ben Fund's assets reasonably and only in furtherance of the objectives set out by the Charity, avoiding activities that might place the Ben Fund's funds, assets or reputation at risk.
- Assessing applications to the Ben Fund, visiting the applicant and awarding grants as needed
- Ensuring that the charity's governance is of the highest possible standard.
- Work collectively with the other trustees and administrator to use reasonable care and skill to ensure the Ben Fund is well run and efficient.
- Acting with confidentiality and discretion.
- Ensuring they are sufficiently informed.
- To contribute specialist knowledge/skills/expertise as required by the charity and to obtain external professional advice where appropriate.
- Be an active champion of the organisation

What do we need from you?

- Commitment to the organisation.
- Willingness to devote the necessary time and effort and to impart the benefit of your skills and experience.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak your mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An understanding of the UK charity sector, good governance, Charity Commission, relevant legislations and statutory requirements.
- Ability to work effectively as a member of a team.
- Your leadership skills.

Time Commitment

In normal times, the role of a Trustee requires an estimated commitment of one day every three months for a trustee meeting with additional time required to check & respond to emails in a timely manner and to meet with our applicants & beneficiaries. Trustees will need to check their emails almost every day and respond to requests for feedback, contribute to discussions or make decisions. Sometimes emails need the immediate attention of Trustees if an applicant is in an emergency situation.