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**Trustee Role Description**

Vision West of England exists to reduce the impact of sight loss, supporting blind and partially sighted people to lead independent lives and to secure equal access to services. We deliver local services across Bristol, Bath and South Gloucestershire, and in Wiltshire under the banner of Wiltshire Sight.

**Purpose of the role**

Vision West of England is constituted as a community interest company (CIC). Trustees have overall responsibility for Vision West of England’s affairs, ensuring it is well-run and delivers charitable outcomes for our beneficiaries. Trustees provide support to Vision West of England’s management team to ensure the charity meets legal requirements and those of good governance.

Trustees may also be asked to represent Vision West of England at public and stakeholder events.

**Valuable experience**

We are looking for individuals to join Vision West of England’s board of trustees. The board should collectively have a balanced range of skills, experience and contacts. Following a skills audit of existing trustees we would like to add to our board’s expertise in the specific areas of HR and people development, finance, legal and contracting, and media and communications.

Individually, our trustees should have organisational or management experience, or should be able to bring valuable insights and perspectives which support Vision West of England’s work with blind and partially-sighted people across the West of England.

Whilst we welcome applications from anyone who meets our selection criteria, Vison West of England is particularly interested to receive applications from people who are living with visual impairment, as we aim to ensure that a significant proportion of the Board have lived experience of sight loss.

Vision West of England’s offices are in Bristol and Devizes, and trustee meetings will either take place by teleconference, or face-to-face in the Bristol office.

**Responsibilities**

##### Trustees must be committed to Vision West of England’s vision, mission and values. Key responsibilities include:

* Understand Vision West of England’s charitable aims and objectives, and ensure that we act within them as well as within the law and requirements of the Charities Act and Charity Commission;
* Act as an ambassador for Vision West of England whenever the opportunity arises;
* Commitment to attendance at 8-12 board meetings per year (with dates agreed a year in advance);
* Send apologies and comments on agenda items if unavoidable circumstances mean that attendance is impossible;
* Take all opportunities to enthuse potential funders of Vision West of England, leaving the detailed follow-up work to the Vision West of England staff;
* Support the development of Vision West of England’s strategic direction, goals and business plans;
* Understand and act on financial and any other monitoring information presented to them, questioning such information when appropriate;
* Review the CEO’s performance annually through the Chairman;
* Regularly review the organisational risk register;
* Help to recruit and induct new trustees, the Chairman and CEO as required; and
* Support the CEO and occasionally other staff when requested.

**Our expectations of trustees**

We will select and assess each candidate based on skills and attributes, and willingness and ability to:

* Attend meetings, training sessions and other events as required and to devote sufficient time to board work;
* Consider and understand documents, tables and statistics;
* Challenge and ask questions;
* Bring insight and perspective through relevant experience, including in the specific skill areas sought;
* Listen to and respect the contribution of others, be flexible and support collective decisions;
* Show a commitment and determination to improve the lives of blind and partially-sighted people;
* Uphold the vision, values and objectives of Vision West of England;
* Maintain confidentiality, and act professionally, with integrity and in the best interests of Vision West of England;
* Adhere to the principles and practice of equality and diversity;
* Be motivated to make a difference.



**Trustee Application Form**

Name:

Address:

Phone:

Email:

Why do you want to join the Board of Vision West of England?

What skills and experience would you bring to the Board of Trustees? (Please refer to the Trustee Role Description)

Which area of Vision West of England’s work particularly interests you?

How did you hear about this vacancy?

Did you know about Vision West of England before becoming aware of this vacancy? If so in what way?

Do you know of any reason which would prevent you from becoming a company director or charity trustee? (e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty or previous removal as a charity trustee on these grounds)

I declare this information to be true.

Name:

Date:

Please return this application form with your CV to Mike Silvey, CEO, at [mike.silvey@visionwofe.org.uk](mailto:mike.silvey@visionwofe.org.uk). If you want to find out more, have any queries or would like help completing this form, please also contact Mike.

You can also find out more about Vision West of England at [www.visionwofe.org.uk](http://www.visionwofe.org.uk).

Thank you for taking the time to complete this application.