

**Role profile:** **Trustee of the IOSH Benevolent Fund (IBF)**

**Department:** **Governance**

**Reports to:** **Chair of IBF Trustees**

## Responsible for

Collective responsibility as a Charity Trustee/Board Member for the governance of the IBF.

Individual responsibility to act with reasonable care and skill, in the best interests of the IBF and to manage conflicts of interest.

## Role purpose

To ensure that the IBF meets its obligations as a charity and has appropriate arrangements in place for sound corporate governance.

## Main duties

### Strategy

- To work with the Chair and Trustees to develop the corporate strategy for IBF.

### Governance

- Complies with all legal obligations including requirements for annual reporting
- Acts within its powers and charitable purposes as set out in the governing documents

### Leadership

To ensure that appropriate policies, systems of internal control and working practices are in place to:

- Promote the IBF to generate income including attracting donations, fundraising, and legacies
- Promote the IBF to potential beneficiaries
- Ensure that IBF effectively fulfils its charitable purpose by awarding grants consistently and fairly
- Ensure the financial stability of IBF
- Ensure proper investment of IBF's funds

To be collectively responsible for the actions of the charity and its trustees

To declare any conflict of interest while carrying out the duties of a trustee

## Considering Grant applications

To collectively review applications for grants from the Fund and to exercise reasonable care and skill to make unbiased decisions on the applications

## Person specification

### Essential:

Legally able to fulfil the obligations of a Trustee i.e. you must not be disqualified under the Charities Act 2022, and must be a "fit and proper person" for the purposes of the Finance Act 2022.

Able to commit up to 6 days per year to prepare, attend and contribute to board meetings, and to review and comment on grant applications in a timely manner.

Excellent interpersonal and communication skills, including the ability to demonstrate empathy whilst remaining objective, and a strong team player

### Experience of:

- Constructive contribution to a committee or leadership team
- Monitoring budgets

### Desirable:

Experience in one or more of the following:

- Financial management and investment
- Charity fund raising

Knowledge or experience of charity trusteeship.

Integrity and commitment to the IBF.

Experience of considering and supporting innovative approaches to grant making and fundraising.

### **Terms of appointment**

Trustees are usually appointed for a period of three years, with eligibility for two further terms of three years (maximum of nine years).

The role is unremunerated, however reasonable expenses will be paid.