

**Benevolent Fund**

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## TRUSTEE ROLE DESCRIPTION

**Please note that this opportunity is only open to Fellows of the CIOB**

The statutory duties of a Trustee:

### Main duty

Under charity law CIOB Benevolent Fund Board Trustees have and must accept the ultimate responsibility for directing the work of the CIOB Benevolent Fund and ensuring that it is solvent, well-run and delivering the charitable outcomes for which it was established. In law, charity trustees have three specific duties — care, compliance and prudence — which are set out below as issued by the Charity Commission.

#### **Duty of care** — Trustees must:

- Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that the CIOB Benevolent Fund is well-run and efficient.
- Consider obtaining external, professional advice on all matters where there may be material risk to the CIOB Benevolent Fund, or where the trustees may be in breach of their duties.

#### **Duty of compliance** — Trustees must:

- Ensure the CIOB Benevolent Fund complies with charity law, and with the requirements of the Charity Commission as regulator; in particular, ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure the CIOB Benevolent Fund does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects therein.
- Comply with the requirements of other legislation and other regulators which govern the activities of the CIOB Benevolent Fund.
- Act with integrity, and avoid any personal conflicts of interest or misuse of the CIOB Benevolent Fund resources or assets.

#### **Duty of prudence** - Trustees must:

- Ensure that the CIOB Benevolent Fund is and will remain solvent.
- Use the CIOB Benevolent Fund resources and assets reasonably, and only in furtherance of the proscribed objects.
- Avoid undertaking activities that might place the CIOB Benevolent Fund's resources, assets or reputation at undue risk.
- Exercise care and sound judgement when investing the CIOB Benevolent Fund's resources.

## **Specific duties of the CIOB Benevolent Fund Trustees:**

### **Vision, values and strategic direction**

- To contribute actively to the board of trustees' role in giving firm strategic direction to the Service, setting a vision, goals, policy and plans, and targets and key performance indicators.
- To ensure that the CIOB Benevolent Fund seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy.
- To ensure breadth and diversity in the vision, values, policy and strategy of the CIOB Benevolent Fund.
- To serve as an 'ambassador' for the charity, promoting understanding and recognition of, and support for, the CIOB Benevolent Fund Board's vision and values.
- To remain vigilant to the changing social climate in the industry and to help develop welfare policies/programmes that will support CIOB members.

### **Performance management**

- To monitor and evaluate Benevolent Fund performance against plans, targets and key performance indicators, and its wider impact on stakeholders.
- To appoint the Secretary and monitor his/her performance.
- To safeguard the good name and values of the CIOB Benevolent Fund.

### **Compliance**

- To ensure that the CIOB Benevolent Fund complies with all legal and regulatory requirements.
- To ensure that key risks to the CIOB Benevolent Fund are identified and effectively managed and that professional advice is sought and actioned where appropriate.

### **Prudent management of assets**

- To ensure the financial stability of the CIOB Benevolent Fund through development of an appropriate and effective fundraising strategy.
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management.

### **Good governance**

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies.
- To uphold the principles and practice of good governance.
- To participate in Trustee development and training as appropriate.
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making.
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity.

## **TRUSTEE PERSON SPECIFICATION**

The CIOB Benevolent Fund works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

### **Personal competencies**

The CIOB Benevolent Fund Trustees are expected to demonstrate the following personal competencies:

#### **Commitment**

1. Ability to understand and accept the duties and liabilities of being a charity Trustee.
2. Empathy with the vision, mission and aims of the CIOB Benevolent Fund.
3. A willingness and ability to devote the necessary time and effort commensurate with the role of Trustee (and to attend at least two of the three Trustees Meetings each year).

#### **Communication and team working**

4. Ability to communicate clearly and sensitively and to take an active part in discussions.
5. Ability to influence and engage and to work effectively within a group.

#### **Accountability**

6. Ability to exercise sound and independent judgement.
7. Willingness to make and stand by collective decisions, including those which may be unpopular.
8. Ability to manage difficult and/or challenging situations.
9. Capacity to maintain confidentiality in sensitive matters.

### **Skills and experience**

The CIOB Benevolent Fund is seeking the following knowledge, skills and experience represented on its Board. All potential Trustees will be expected to possess at least two of these criteria:

- Senior level strategic management experience within a commercial or public sector/third sector organisation.
- Experience of working as a Trustee or in another voluntary capacity within a welfare/related organisation.
- Experience at senior level of construction management or an allied profession.
- Experience of and/or expertise in the sphere of organisational development.
- Possess significant practitioner experience in an area of relevance to the CIOB Benevolent Fund such as, charity law, construction project/programme management.
- Experience at a senior level, of developing and delivering services to people which promote social inclusion, equal opportunities and diversity.