

Lay Trustee

Volunteer opportunity

Name of position: Lay Trustee

Start date: May 2025

Term: 4 years

Time commitment: 12-15 days per year, including attendance at meetings, training and work in between

Number of vacancies: 1

Meetings: Trustee Board meetings (x4) – hybrid, and other ad-hoc meetings as required
2025 dates: 27 February (9am - 12pm); 24 April (1-4pm); 24 July (9am -12pm); 27 November (1-4pm)

Contact: Mariann Peters (mariann.peters@rcophth.ac.uk)

About the position

The purpose of the role is to act as a trustee and help ensure that the charity operates in line with our purpose and governing documents. This includes overseeing the delivery of our new [strategy](#), alongside the other responsibilities typically expected of trustees as outlined [here](#). This includes informing decision-making, drawing on your experience and expertise to provide an external and/or different perspective to the clinical members of the trustee board.

Criteria for position

We welcome interest in the role from those with a particular knowledge of business, strategy and/or public relations, who have experience in a variety of settings such as employment and voluntary work. Previous experience of being a trustee is desirable, although training will be provided to support the successful candidate. As an inclusive organisation, we encourage diversity and equal access to opportunities to take up roles and lead in the work of the College.

Benefits

By volunteering with the College, you can actively shape the work we do to by overseeing our approach and ensuring we comply with what we were set up as a charity to deliver. Your expertise will support the two other lay trustees, alongside 9 clinical members of the trustee board, enabling you to build your network and work closely with a wide range of individuals, including the Chief Executive and other members of the senior management team. You will develop a detailed understanding of how the College supports our members, alongside our approach to compliance with external requirements. As part of this, we will also provide you with professional development opportunities to support you in your role.

How to apply

To apply for this exciting opportunity, please complete [the volunteer application form](#). You can also find this on [our website](#).

Please also feel free to email Mariann Peters mariann.peters@rcophth.ac.uk if you have any questions.

All eligible individuals will be contacted via email. A selection panel will be appointed to consider applications and shortlist candidates for interview.

TRUSTEE BOARD - TERMS OF REFERENCE

The Board is the primary governance body for the College and its members are the Trustees of the College.

Purpose / aim

The Trustee Board has overall responsibility for the governance, strategy, vision, and purpose of the College. It is to:

- Establish and keep under review a framework of delegation including:
 - Day to day management to the Chief Executive and senior staff
 - Such powers as it thinks fit to Council and other committees
- Establish and keep under review a framework for risk management and systems of control

Act to provide an appeal panel of last resort for disciplinary and grievance matters not resolved by staff and College Officers

Function

Governance, strategy and planning

1. Ensure compliance with the objects of the College as laid down in its Charter
2. Ensure compliance with all regulatory requirements including charity and corporate law, taxation regulations, data protection etc.
3. Establish a strategic plan, after consultation with Council to assess and agree clinical priorities in line with the College's objects
4. Approve a business plan to implement the strategic plan
5. To review the College's risk register, and to ensure that effective procedures are in place to minimise or mitigate risks.
6. To ensure that the College has effective mechanisms for the appointment and accountability of Committee members and external representatives.
7. To ensure the satisfactory delivery of external contracts.

Finance

The Board has an overarching responsibility to ensure good governance for the finances of the College, in particular to:

1. Maintain of proper books and records
2. Maintain the financial policies and procedures. To be advised of, consider and approve or otherwise any changes to the prime financial or management policies, control systems, and authority levels of the College.
3. Approve the annual budget
4. Approve subscription fees for consideration at the appropriate Annual General Meeting
5. Monitor the College's performance in relation to key strategic, operational and financial matters
6. Approve the annual Trustees' Report and Financial Statements
7. Maintain investment and reserves policies as appropriate for the College's resources and levels of income.
8. Oversee the appointment of auditors, investment managers and other professional advisors

Workforce

The Board is the employer of College staff, the day to day management of staff is the responsibility of the Chief Executive. The Board has an overarching responsibility to:

1. Review policies relating to human resource management, including issues of pay, terms and conditions of service, recruitment, grading, grievance, suspension and dismissal procedures.
2. Conduct appeals from staff as set out in the relevant procedures
3. Ensure compliance with policies and legislation relating to pension arrangements for staff and income tax payable.
4. Recruit the Chief Executive, appraise his/her performance management on issues relating to the Board's remit and, if necessary, follow due process to dismiss him or her.

Composition

The Trustee Board shall comprise:

- The President
- The Vice President, Policy and Communications
- The Honorary Secretary
- The Honorary Treasurer
- The Chair of the Ophthalmologists in Training Group
- Three Lay Trustees
- Two Chairs of Standing Committees

- Two Council Members

The procedures regarding the appointment of Trustees are set out in the Ordinances and Bye Laws.

All medical trustees are **ex officio** and serve on the board whilst they hold office. Lay Trustees are appointed to a term of office of up to four years.

Chairmanship

The President will chair the Trustee Board. In the absence of the Chair, the Board may be chaired by another Trustee.

Process

The Trustee Board shall meet at least four times a year; participation may be via teleconference or audio video. It is not permissible to send deputies or representatives.

The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 2 weeks.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

Conflicts of interest

Trustees are expected to have completed a declaration form.

Trustees should withdraw from any discussions where there might be a conflict, if appropriate.

Quorum

The quorum shall be one more than one half of the total number of Trustees who are serving from time to time the majority of whom must be medical practitioners.

Voting

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be determined by a simple majority of votes cast at a meeting with each trustee having one vote. In case of an equality of votes, the Chairman of the meeting shall have a casting vote.

General

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

A closed Trustee-only meeting will be held directly after all meetings.

Trusteeship shall be terminated if there is repeated non-attendance at meetings.



The **ROYAL COLLEGE** of
OPHTHALMOLOGISTS

No Trustee may be paid or accept payment in cash or kind for work undertaken on behalf of the College. Expenses may be claimed in line with the College's expense policy.

The Trustee Board shall abide by the Charter, Ordinances and Bye-laws of the College.