



Role description

Vision Action Trustee and Chair Designate

Vision Action is a unique organisation, that works in low- and middle-income countries, supporting national governments to deliver and strengthen their eye health strategies. We work in partnership with local governments, civil society organisations, international and national NGOs, and the private sector. Our ambition is to increase equitable access to eye care services and glasses, and accelerate achievement of the UN Sustainable Development Goal

The role of the Board is to oversee the overall direction and activities of the charity, including its policies and procedures, to ensure that they are consistently in accordance with the charitable purposes defined in the objects clause in its Constitution. The Board sets and monitors the strategic direction of the charity, although the implementation of strategy is achieved through the executive team. The Board must always act in the best interests of Vision Action, taking decisions as a group and not as individuals.

1. Terms of service

For Vision Action the Trustees are Members who have been elected to serve on the Board. Vision Action's constitution allows for up to 12 Trustees, who can serve a maximum of three consecutive terms of three years. Vision Action is a company limited by guarantee and the Trustees are its legal directors. The Trustee role is voluntary but out of pocket expenses are paid.

Trustees are appointed by the Vision Action Board of Trustees annually at the Board meeting following the Annual General Meeting. The time commitment in being a trustee involves attendance at four Board meetings per year, one of which will be an all-day strategy session. Otherwise, Board meetings are usually half a day in the afternoon of a weekday with at least half the meetings online. Papers are circulated for reading in advance.

In addition to this, it is expected that trustees attend the AGM held on a weekend and occasional Members' Forums or other Vision Action events, which are usually arranged on the same day as a Board meeting in the evening. There may be other ad hoc meetings or online events to discuss specific topics. Trustees will be expected to commit time to receive a proper induction.

2. Main tasks

Charity Trustees have and must accept ultimate responsibility for directing the affairs of the charity and ensuring it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. Each Trustee will be expected to join one of the three sub-committees (Fundraising and Investment; Programmes; Finance, Administration and Remuneration). The Committees meet (in person or remotely) at least four times per year, usually timed with or in advance of the board meetings.

3. General Responsibilities

- Ensure that Vision Action complies with its governing document (i.e. its Constitution and Byelaws), charity law, and any other relevant legislation or regulations.
- Ensure that Vision Action pursues its objects as defined in its governing document.

- Ensure Vision Action applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the Board's role in the formulation and review of strategy, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of Vision Action and maintain good relations with its members.
- Ensure that all policies are implemented, monitored and reports are acted upon, (including the policies on Harassment and Misconduct, Safeguarding, Recruitment of ex-offenders, Child Protection and Anti- Bribery).
- Strive for Vision Action to reflect the full diversity of society in all its activities.
- Ensure the financial stability of Vision Action.
- Protect and manage the property of Vision Action and ensure the proper investment of its funds.
- Appoint and support the Chief Executive Officer and monitor his/her performance.

In addition to the above statutory responsibilities, each Trustee should attend Board meetings and use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise; and then always upholding the decisions taken by Board. Trustees are also expected to support Vision Action's fundraising initiatives.

4. Additional Specific Responsibilities

In addition to the above, we are looking for a Trustee who can be the Chair designate and assume the role of Chair in November 2024.

Vision Action is looking for a Trustee who will be able to support us in 3 key areas:

- 1) Provide advice and experience at the level of Chair so that they can provide leadership to the Board of Trustees as well as the CEO
- 2) Act as the Chair designate until they assume the role of Chair of the Board of Trustees in November 2024.
- 3) Provide insight, knowledge and connections to help us build our reputation and position as a worthy international charity in the eye health sector in the UK and Internationally so that Vision Action can grow its relationship with individuals, bodies and corporates in the sector.



Person Specification

Each Trustee must have:

- A commitment to the mission and value base of Vision Action.
- A commitment to the key policies of Vision Action – on Harassment and Misconduct, Safeguarding, Whistle-blowing, Recruitment of ex-offenders, Child Protection and Anti-Bribery.
- A willingness to devote the necessary time and effort.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak his/her mind.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship (training/information will be offered in this area).
- An ability to contribute effectively to the workings of the Vision Action Board and any sub-committees or working groups.

In addition to the above, this specific appointment is looking ideally for Trustees who have:

- Previous experience of leading and Chairing at the senior level in an organisation;
- Previous experience of governing and managing at the Board level;
- Previous Board level experience in the charity sector;
- Willingness to undertake obligatory tasks with the Charity Commission on behalf of the organisation;
- Willingness to stay updated on changes to governance issues and policies that might impact Vision Action;
- A willingness to engage in activities in the vision sector as it relates to the work of Vision Action, including fundraising;

We encourage applicants from diverse backgrounds as well as those who may have a connection to the vision sector either through personal or professional experience and those who might come from one of the countries that Vision Action is currently active in – Zambia, Ghana, Sierre Leone, and Ethiopia.

To apply

These roles are not remunerated but modest expenses will be paid. If you are interested in applying, please send a copy of your CV with a covering letter detailing your interest and the particular skills and knowledge you bring to recruitment@visionaction.org.uk

Or for an informal discussion about the role/more details, please contact james.riggs@visionaction.org.uk

Closing date: Wednesday 31st January 2024. Interviews will be after this date.