

THE ROLE AND RESPONSIBILITIES OF A CIOB TRUSTEE (INCORPORATING JOB DESCRIPTION AND PERSON SPECIFICATION)

This document describes the roles and responsibilities of a CIOB Trustee. The CIOB is a registered charity and specific guidance for a Trustee can be found through the CC3 'Essential Trustee' document published by the Charity Commission¹.

The Charity Governance Code² recommends to all charities –

- that roles of key people within a charity are defined [2.4.4]
- that they take seriously their responsibility for building public trust and confidence in their work [principle 3].

What are the benefits to an individual in being a Trustee?

There are many benefits for becoming a trustee, both from a professional and personal perspective. These could include:

- Knowledge that you are contributing to a good cause
- Building self-confidence
- Gaining additional skills – personal and professional
- Working as a team and with people from different backgrounds.

The role can offer considerable satisfaction, a challenge and develop experiences, however it should be noted that the work involved requires willingness to invest the energy and commit the time necessary to meet the demands of the role.

Terminology

Trustees are defined by the Charities Act 2011 as 'the persons having a general control and management of the administration of the charity' [s177]. The overall responsibility and liability for the actions of those managing the charity lies with the Trustees.

The 5 key definitions of roles within the Institute:

- Officers - as defined by Bye-Law 61 - the Officers are the President, Senior Vice-President, Vice President, Chair and the Chief Executive
- Chair of the Board - the Chair of the Board of Trustees
- Trustee – 16 Trustees form the Board of Trustees as defined in S177 of the Charities Act 2011
- Chief Executive – defined by Bye-Laws 94 - 97.
- Leadership Team – chaired by the Chief Executive and comprises of all Directors of the Institute.

¹ Charity Commission CC3 - [Essential Trustee](#)

² [Charity Governance Code](#)

Trustee Role and Responsibilities

Along with abiding by and complying with charity and company law and other relevant legislation, Trustees must exercise their powers in strict accordance with the Charity's governing documents.

Compliance:

- To ensure that the organisation complies with its Royal Charter objects³ and any other relevant legislation or regulations.
- To have due regard to the public benefit responsibilities of the Institute
- To ensure that the organisation pursues all objectives and applies all resources solely in pursuance thereof.
- To act in the best interest of the Institute at all times in compliance with the governing documents.

Leadership & Teamwork

- To contribute actively and effectively to the Board of Trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To assist the Chair with the appointment and removal and ongoing support of the Chief Executive and ensure duties delegated do not impinge those on the Board.
- To develop and own the Corporate Plan setting the strategic direction of the Institute and monitor progress accordingly.
- To be individually and collectively responsible for the decisions of the Board of Trustees.
- To attend and participate effectively at the Board of Trustees' meetings and attend or chair any Committee meetings as designated by the Board of Trustees.
- To offer appropriate contribution and make considered judgements as a Trustee of the Institute.
- To ensure the financial stability of the organisation.
- To ensure the protection and management of the property of the organisation and the proper investment of the organisation's funds.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To declare any conflict of interest whilst carrying out the duties of a trustee.

Reputation

- To safeguard and promote the good name and values of the organisation.
- To represent the organisation at events and meetings as designated.
- To abide by the Institute's equality, diversity and inclusion policy.

General

- To act in accordance with the Board's Code of Conduct at all times, in particular demonstrating integrity and probity.
- To use any specific knowledge or experience to assist the Board of Trustees in reaching sound decisions.
- To participate in other tasks, projects, events or initiatives as required from time to time as designated.

³ Royal Charter objects Paragraph 3 - the promotion for the public benefit of the science and practice of building and construction, and; the advancement of public education in the said science and practice including all necessary research and the publication of the results of all such research.

- To keep updated about the activities of the organisation and the wider issues which affect its work.

Tenure

- The tenure of a Trustee is 3 years with the ability to apply for a second tenure, however the recruitment process as laid down in the Bye-Laws must be followed.

Person Specification

Each Trustee, who shall be a Corporate member of the CIOB, should be able to demonstrate as many as possible of the following competences:

- Understanding and commitment to the organisation and its objectives
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the Trusteeship
- Integrity
- Ability to make sound, independent judgements
- Ability to develop policy
- High level strategic thinking and vision
- Evidence of the ability to assess performance
- Ability to think creatively
- Openness and ability to respond constructively to challenge
- Ability to work effectively as a member of a team
- Ability to influence, empower and where necessary lead a team.

A potential Trustee must be able to demonstrate the above competences on application for the role of Trustee.

Skills

There is a requirement for members of the Board to have a set of skills. The Institute requires all candidates on application to self-assess themselves against a list of skills and to do so periodically throughout their tenure. Skills may be added or deleted from time to time.

The current skills set requires Trustees to demonstrate proven experience in or working knowledge of the following:

Essential:

- Setting targets, monitoring and evaluating performance and programme in commercial and non-profit organisations.
- Public relations / communications / marketing
- Financial management
- Education
- Serving the public interest
- Strategic planning
- Policy development
- Governance
- Risk management

- Understanding the International construction industry
- Political

Desirable:

- Inclusivity
- Lobbying
- Legal
- Awareness of student issues

Following the Board election each year, an audit of Trustees’ skills is used to assist with the selection of the remaining Trustee(s) to the Board.

Principle 6 of the Charity Governance Code relates to equality, diversity and inclusion. The Institute looks beyond the 9 protected characteristics of the Equality Act 2010 and aims to recruit as diverse a range of Trustees as possible in line with the recruitment processes of the Governance document.

Induction and Training

In order to fulfil the role of Trustee, it is essential that, prior to the commencement of the role, new Trustees are aware of the nature of the work of the Institute and its business and legal environment. The Institute will provide a comprehensive induction to all new Trustees with the opportunity for current Trustees to attend as well.

Ongoing development opportunities will be afforded to Trustees as required however if a Trustee feels that further training is required, they should speak to the Chair of the Board or Institute Secretary accordingly.

The Board undertakes an evaluation of themselves on an annual basis. This is overseen by the Chair.

Expenses

The position of Trustee is unremunerated, however reasonable out of pocket expenses can be claimed, in accordance with the Institute’s Expenses Policy.

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