**MertonVision Trustee Information Pack**

**About us:**

MertonVision (Merton Voluntary Association for the Blind) has been established since 1965. We provide a range of activities for individuals and their families who are blind or partially sighted. Services such as: Information & advice, counselling, transport, lunch, dance, art, fitness and various engaging social groups from aerobics to general discussions and quizzes. We work with children and young people, working age adults and adults over 65 and strive to help them to stay independent, confident and fully active.

**Our Vision:**

MertonVision believes in the right of an individual to a full role in society. Our aim is to support and provide services to individuals at different times in their lives to enable them to achieve that objective and to deliver the highest possible quality of services to many more blind and partially sighted people in Merton.

**Our Mission**:

MertonVision was established to *‘…. grant assistance to all blind and partially sighted persons ordinarily resident in the London Borough of Merton…visiting of blind and partially sighted persons in their own homes, hospitals or elsewhere with a view to affording them comfort and encouragement and assistance in the solution of domestic and other problems… provide every other service and assistance necessary for the benefit, health and comfort of blind and partially sighted persons in relation to their visual impairment and any other impairment they may have.’*

**The Role of our Trustees:**

The primary role of our Trustees is to provide strategic leadership and ensure that MertonVision fulfils its duty to our beneficiaries through its charitable activities and delivers on our vision, mission and values.

**Remuneration**:

The role of a Trustee is not accompanied by any financial remuneration, although expenses for travel and other (pre-agreed) expenses may be reimbursed.

**Location:**

Our offices are located at **The Guardian Centre, 67 Clarendon Road, Colliers Wood, SW19 2DX**, the majority of Trustee meetings and activities will take place here. However, from time to time Trustees might be asked to attend meetings at external venues and will be notified of the venue in advance.

**Time commitment:**

There are approximately four full Trustee Board meetings, plus our AGM, per year. In addition, there may be occasional ad hoc and sub committee meetings and task and finish group meetings scheduled to deal with specific issues, projects or programmes.

The sub committees and task and finish groups will report to the Board of Trustees

In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary at various intervals throughout the year.

**Generic Trustee Role Description:**

The statutory duties of a trustee are:

* To ensure the organisation complies with its trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its trust deed.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how charitable and worthwhile those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
* To appoint the Service Manager and monitor his or her performance or to monitor the performance of other staff managed by the Board or Board members.
* As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.
* Willingness to act in the best interest of the charity while adhering the Nolan principles of public life

***The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.***

**The qualities of a Trustee:**

**Essential**

* Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Strategic and forward looking vision in relation to the charity’s objects and aims.
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.

**Desirable**

* Prior experience of committee/trustee work.
* Knowledge of the type of work undertaken by the organisation.
* A wider involvement with the voluntary sector.
* Experience of committee work.

**Benefit of being a Trustee of MertonVision:**

* Contributing to a great cause – supporting people with sight loss.
* Strategic experience – critical thinking, problem solving and analytical skills.
* Professional networks – meeting diverse professionals.
* Developing skills and experience – adapting your professional knowledge.
* Team working – constructively challenge ideas, interpersonal skills.

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**How to apply:**

To apply, please email your CV to MertonVision along with a covering letter of 250-300 words; stating why you wish to join the organisation, how your skills would add value to the board and any other relevant information.

Please note, an enhanced Disclosure Barring Service (DBS) and reference check will be obtained for the successful candidate.

**Application and Selection Process – Dates for your diary:**

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| Application Closing Date June 29 2020 |  |
| Interview Process beginning July 2020(some flexibility applies) |  |
| Induction Process (some flexibility applies) |  |

**Board Members – November 2019**

Harry Cowd, Chair

Roy Benjamin, Vice Chair

Steven Moore, Treasurer

Valerie Morrison

Wayne Busbridge

Simon Coates

Francine Pugh