

Icon Trustee Role Description

Icon's trustees have ultimate responsibility for the organisation including compliance, finance, strategy and staff. Trustees of Icon are both charity trustees and directors of the charitable company. All trustees must be members of Icon and must abide by Icon's Values and Code of Conduct.

Icon's Values

These core values shape Icon's culture and define the character of the organisation. They guide how we behave and make decisions.

Icon will:

- *work with integrity*: we are open and honest and do what we believe is best for our shared cultural heritage, the public and our members;
- *be inclusive*: we value diversity and ensure that opportunities are open to all those who want to care for our heritage;
- *be forward-looking and outward-looking*: we keep our eyes on the horizon and on the world around us;
- *be ambitious advocates*: both for our organisation and the things we believe in;
- *be collaborative and generous*: we work with our members and partners to share learning and achieve the best results together and
- *uphold high standards*: we value, support and promote the expertise and professionalism of our members and partners.

The duties of a Trustee

- To ensure that Icon complies with its governing document (Articles of Association)¹, charity, company and, employment law, health & safety and environmental regulations, and any other relevant legislation or regulations;
- To ensure Icon uses its resources exclusively in pursuance of its objects;
- To develop, approve and safeguard the Vision, Mission and Values of Icon;
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to Icon, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- To ensure that risks to the organisation are identified and managed ;
- To ensure the financial stability of Icon and to protect and manage the assets of the charity;
- To appoint the Chief Executive and monitor their performance and
- To represent Icon and to safeguard its good name.

¹ <http://tinyurl.com/n98w3mg>

Specific expertise

In performing these duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will include:

- scrutinising and challenging board papers ;
- focusing on key issues;
- leading discussions;
- participating in committees and panels and
- providing expert guidance especially on new initiatives.

Trustee person specification

- Commitment to Icon and to the conservation of cultural heritage;
- Commitment to Icon's Values and Code of Conduct;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Understanding of the role of governance and how it differs from management;
- Good, independent judgement;
- Ability to think creatively;
- Willingness to speak their mind;
- Ability to work effectively as a member of a team and
- Willingness and availability to devote the necessary time and effort to Icon.

The board meets four times a year usually in London. There will also be a strategic planning day each year and Icon's AGM, as well as other potential meetings or events. The role is voluntary but reasonable travel expenses for these meetings will be met. New board members attend a board induction. The Board and its members are subject to an annual review.

Declaration of Interests

Trustees submit a Declaration of Interests upon appointment and then annually. This includes the statement that "I:

- do not have an unspent conviction for an offence involving dishonesty or deception
- am not currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- do not have an individual voluntary arrangement to pay off debts with creditors
- am not disqualified from being a company director
- have not previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement."

Time commitment

The role is non-executive, and is anticipated to require the equivalent of on average 1-1.5 days per month. Board meetings currently take place four times per year during weekday afternoons plus one to two annual Trustees' Planning Days, usually in London. In addition, trustees serve on committees or working groups that fit their interests and skills. Any Board member who attends fewer than two out of any four consecutive Board Meetings may be asked to resign.