

Role title: Trustee

Term: 3 years

1. Introduction

The Institution of Mechanical Engineers is a charity and provides life-long learning for our 110,000 members, across the globe.

Our vision is to be a global, inclusive, and digitally enabled engineering community. Using our expertise, global reach, and digital technology to empower our members to improve the world through engineering. Recognising, connecting, and collaborating with members and stakeholders to build a thriving IMechE community.

2. THE ROLE OF A TRUSTEE

Trustees are not involved in the day-to-day running of the Institution. This responsibility is delegated to the Chief Executive who reports to the Board. Collectively, Trustees set the strategic direction for the charity, to ensure it operates within its objects and delivers public benefit.

Trustees have legal, regulatory, and moral obligations to enable accountable, effective, and efficient and leadership. Trustees are expected to act in an independent capacity but take collective responsibility for Board decisions.

3. THE ROLE OF THE BOARD

It is the duty of each Trustee, through the collective responsibility of the Board, to:

- a) Ensure the Institution complies with its governing document, charity law, company law, and any other relevant legislation or regulations
- b) Ensure the Institution pursues its objects as defined in its governing document and uses its resources exclusively in pursuance of those objects
- c) Set the strategic direction of the Institution and overall policy, define objectives and goals, and evaluate performance against agreed targets
- d) Safeguard the good name and values of the Institution
- e) Monitor and hold management to account

- f) Act as guardians of the charity's assets

4. TIME COMMITMENT

Trustees are expected to attend and actively participate in Board meetings.

There are c6 meetings per year, with 1 in-person meeting, the rest taking place virtually. The time commitment is approximately one day per month.

Trustees may be required to serve as a member of the Institution's governance committees and operating boards. Additionally, a Trustee may be required to lead on or contribute to ad hoc Trustee Board projects and initiatives or to serve on task and finish working groups established by the Trustee Board.

The time commitment is approximately 1 day per month.

5. TRUSTEE SPECIFICATION

All Trustees are required to demonstrate the following qualities, skills, and attributes:

- a) Commitment to the Institution and the Engineering profession
- b) Willing and able to devote the necessary time and effort required by the role
- c) Discretion at all times
- d) Strategic vision
- e) Good, independent judgement
- f) Ability to think creatively
- g) Willingness to speak their mind
- h) Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- i) Ability to work effectively as a member of a team
- j) Ability and willingness to support publicly corporate views not held privately

- k) Nolan's seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty; leadership
- l) Recognise, respect and welcome diverse, different and, at times, conflicting Trustee views

All Trustees must adhere to:

- a) The Institution's Code of Conduct for members
- b) The Institution's values and behaviours for members and staff
- c) Requirements placed on all volunteers in the execution of their duties on behalf of the Institution, such as for Diversity and Inclusion and for GDPR
- d) The "Fit and Proper Person" requirements and know of no reason why they would be ineligible to act as a Trustee

All Trustees are required to:

- a) Complete a formal induction
- b) Report conflicts of interest or loyalty in respect of any Trustee Board work
- c) Maintain the strictest confidentiality conditions regarding Trustee Board matters and the business of the Institution
- d) Accept and complete all such training (both initial and ongoing) that the Institution shall require in line with its mission, values, and behaviours.