



The European Academy  
of Optometry and Optics

## Job Description: Trustee

**NB** This Job Description applies during the period of Transition 2009-2012, when it will be reviewed.

### 1 Purpose of the role

To look after the Academy's resources and ensure that these are used effectively to achieve the purpose for which they are given, as set out in the Academy's Objects as defined in the Articles of Association.

The Trustees shall have the control of the Academy and its property and funds.

A Trustee can add value to the Board in many different ways:

- Advisory – providing free expert advice/management expertise
- Regulatory – ensuring probity
- Democratic – contributing to the resolution of various stakeholder interests
- Educational – providing opportunities for debate, learning and sharing of expertise
- Participatory – engaging users/consumers of services
- Networking – being ambassadors, linking to contacts, shaping and influencing others
- Involving – steering the organisation in the right direction
- Supportive – supporting, valuing and rewarding.

Membership of the Board of Trustees will be as follows:

- President
- Vice President (President-Elect)
- Immediate Past President
- Treasurer
- Two Trustees each of whom will be nominated by a separate educational institution that is itself a member of the Academy
- Two Trustees who are or who have been involved in delivering education
- Two Trustees who are or who have been practising optometrists and
- Two Trustees appointed by the European Council of Optometry and Optics
- Any additional Trustees appointed in accordance with Article 10.14.

In addition the Academy's Company Secretary shall have the right to attend all meetings of the Trustees but shall not be a Trustee.

### 2 Term of Office

Each Trustee's term of office shall commence at the end of the Annual General meeting following the ballot in which he/she is elected. During the Transition Period the terms of office are varied in accordance with the schedule appended.<sup>1</sup>

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<sup>1</sup> Terms of Office During Transition

No Trustee may normally serve more than two consecutive terms of three years, but the Board may, in the interests of the Academy and upon reasonable grounds, waive the maximum term for which a person may hold office as a Trustee.

### **3 Officers**

The first Officers have been appointed by the Executive Committee of ECOO in order for the Academy to be incorporated as a company, and are as follows:

The President (Feike Grit)

The Vice-President (Roger Crelier)

The Treasurer (Nick Parker)

### **4 Time commitment for Academy Trustees**

- attendance at one Annual General Meeting
- attendance at a minimum of two Trustee meetings per year and other General Meetings, committees or working groups convened as required
- preparation for meetings

### **5 Responsibilities of Trustees**

- a To ensure that the Academy complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- b To ensure that the Academy pursues its Objects as defined in its Memorandum and Articles of Association.
- c To ensure the Academy applies its resources exclusively in pursuance of its Objects.
- d To contribute actively to the Board's role in giving firm strategic direction to the Academy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets, the operational plan and financial budget.
- e To build and safeguard the good name and values of the Academy and its assets, both tangible and intangible, taking good care over their security, deployment and proper application.
- f To ensure the effective and efficient administration of the Academy.
- g To carry out Board business effectively, including, induction of new Trustees, scrutinizing board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives.
- h To protect the financial stability of the Academy, ensuring sound financial management of the Academy's resources, ensuring expenditure is in support of the Academy's Objects and investment activities meet accepted standards and policies.
- j To act as a responsible employer and understand and respect the relationship between the Board of Trustees and the Academy's operational management and staff.
- k To uphold the core principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **6 Person specification**

Academy Trustees must have:

- a commitment to the Academy and its objects

- a commitment to the European Council of Optometrists and Optics
- a willingness to devote the necessary time and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team
- able to uphold the core principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- experience of working with a national or regional organisation
- able to participate in meetings where English is the official language