



IAM RoadSmart is the UK's leading road safety charity and we have been training better drivers and riders to make our roads safer for everyone since 1956. Today we're as ambitious as ever about continuing to make a difference and reduce the number of people who are killed or injured on our roads.

We have recently been through a significant period of change including appointing a new Chairman and we now wish to strengthen and diversify our board of trustees to support our growth and development.

We are seeking exceptional people who can bring a passion for road safety with expertise in any or all of the following specialisms:

- Finance
- Membership Marketing
- Road Policing
- Volunteering

This is an exciting opportunity for individuals who have previous experience of board level work as well as those who are looking to become a trustee for the first time.

Trustees are required to commit to regular Board meetings held at our office in Welwyn Garden City, Hertfordshire or in London. This is an unremunerated role although expenses will be paid for attendance at meetings.

Candidates are invited to submit their CV and covering letter to nicola.smith@iam.org.uk by **Friday 13th September 2019**.

Interviews will be held end September.

TRUSTEE JOB DESCRIPTION

ROLE

To ensure, with the other trustees, that the charity acts in accordance with its constitution and to manage its activities in furtherance of the objects set down in that constitution.

Charitable Purposes: To improve the standard of driving and the promotion of road safety for the public benefit, by (but not limited to), the operation of an Advanced Driving Test.

Note: IAM RoadSmart (Institute of Advanced Motorists) is the UK's leading road safety charity, dedicated to raising driving standards through the Advanced Driving Test, engaging with the road-using public and influencing road safety policy. Governance is effected through the Council which consists of trustees who are joined at Council meetings by the Chief Executive and other senior staff. The Council meets five times each year. Some of its work is delegated to sub-committees or task groups. Every trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity. Council members are required to be Members of IAM RoadSmart (i.e. have passed their advanced driving test).

STATUTORY DUTIES OF TRUSTEES OF THE IAM

- To ensure IAM RoadSmart complies with its memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure IAM RoadSmart uses its resources exclusively in pursuance of its charitable purposes.
- To contribute actively to the Council's role in giving firm strategic direction to IAM RoadSmart, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of IAM RoadSmart.
- To ensure the effective and efficient administration of IAM RoadSmart.
- To ensure the financial stability of IAM RoadSmart.
- To ensure proper accounting records are kept
- To protect and manage the property of IAM RoadSmart and to ensure the proper investment of IAM RoadSmart's funds.
- To be transparent in their dealings with the charity, declaring any personal interest (whether direct, indirect, financial or other) to the Council.

OTHER DUTIES

Collective duties:

- To approve the annual budget and monitor progress against it
- To prepare and approve the annual report and accounts
- To appoint the Chief Executive and monitor his/her performance

In addition to the above statutory and collective duties, trustees should use any specific skills, knowledge or experience they must help the Council reach sound decisions. This may involve:

- Scrutinising Council papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Being a member of one of the Council's sub committees

TRUSTEE PERSONAL SPECIFICATION

- Commitment to IAM RoadSmart.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.

ADDITIONAL FACTORS

Trusteeship of IAM RoadSmart requires adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Council may, in filling vacancies, look for particular skills or qualifications in potential trustees.