

## **Role Portrait –Director and Trustee of the Iona Community.**

The Memorandum and Articles of Association - the governing document of the Iona Community - stipulates that the Iona Community should have twelve Directors, also known as Trustees.

The twelve Directors constitute the body known as Council. Council members are appointed for a period of 4 years, after which they may be eligible for re-appointment for up to a further four years. Eight of these shall be full members of the Iona Community and four shall be appointed from outwith the membership, though Associate Members will be eligible.

According to the Memorandum and Articles of Association, *"The Council shall be responsible for the planning and carrying out of the policy of the Community, and for the administration, management and control of the affairs and property of the Community, and generally may exercise all such powers of the Community and do on its behalf all such acts as may be exercised and done by the Community. The Council shall appoint and employ such officers and staff as they consider necessary and shall regulate their duties and fix their salaries."* (Article 30).

### **Purpose of the role**

Council members also hold the role of charity Trustees. They are responsible for the Iona Community's governance and strategy, ensuring that it is administered effectively. Trustees account for the activities and outcomes of the different areas of the Community's work.

A Trustee must seek, in good faith, to ensure that the Iona Community operates in a manner consistent with its purposes, vision and values, and acts with care and diligence. The objects for which the Iona Community is established are detailed by statute in its Memorandum and Articles of Association.

The Trustee role is one of strategic oversight and governance. Employed staff are responsible for the operational management of their areas of work, overseen by the Executive Director and the Leader of the Community.

### **Key responsibilities**

Trustees will use their professional skills and experience alongside their personal gifts to support the work of the Council in developing and delivering on the aims and objectives of the wider Iona Community. All of the trustees have charity trustee duties and through Council share collective responsibility. Trustees will actively contribute in Council to:

- **ensure the charity operates in a manner consistent with its purposes, as set out in the governing document**
- **act with care and diligence**

- **manage any conflict of interest between the charity and any person or organisation who appoints trustees**
- **ensure all the Community's activities are within the law (Charities and Trustee Investment (Scotland) Act 2005)**
- **ensure the keeping of proper accounting records**
- **take control of how the charity raises funds**
- **take advice from properly qualified persons in matters on which they are not themselves expert**
- **have responsibility for the charity's reputation, guarding its ethos and values**

Trustees will do this by participating in an engaged way in decision making and ensuring effective oversight and scrutiny through robust questioning and broad thinking.

Individual Trustees will also have specific liaison roles in areas of governance and strategy.

### **Time commitment**

The Council shall meet at least four times in each year. Trustees currently meet in Council from 10.00 am to 4.00 pm in Glasgow. Trustees can join meetings remotely by video-teleconference link.

Trustees will also have roles in serving the Community Resources (3 trustees) and Community Life (3 trustees) committees, the Iona Community Trading Company (3 trustees) and in liaison roles for other aspects of the Community's work.

Trustees will give time in advance of Council meetings to read papers and contribute via phone and email to correspondence relating to the work of the Council. Specific liaison roles for individual Trustees may require additional meetings or contributions by video/teleconference or email correspondence.

A comprehensive induction process will be provided for new Trustees. This will include Trustees training day support by professional organisations such as SCVO.

### **Remuneration**

This is a voluntary role. However, associated expenses will be met.