Annex B

Trustee Role Description

The primary role of a Trustee is to act in the best interests of the Institution as a whole to maintain its reputation, set its vision and strategy; and direct its activities. The formulation and development of strategy should be a joint activity with the Director General & Secretary (DG&S), who is responsible for implementation.

Trustees act as leaders and promoters of the profession. They shall support, and on occasion may be required to deputise for, the President. They may be called upon to give talks, chair seminars or attend meetings which may include making statements on behalf of ICE. The expected time commitment for a Trustee is around one day a month.

Each Trustee is responsible for a portfolio and to that end are expected to consider and lead in the policy aspects of the area for which they are responsible. Trustees shall champion the portfolio, within and beyond the Institution. Trustees should direct and monitor the activities of committees to which the Trustee Board has delegated authority and to which the Trustee is responsible for as part of their portfolio.

Trustees must uphold the key principle of trustee governance – that they are individually and collectively responsible for the decisions of the Trustee Board. This means that all trustees have a duty to participate in the decision-making process, and once a decision has been made, all trustees must support and carry out that decision.

A trustee must be able to exercise independent judgement, constructively question and challenge proposals. No one should be able to direct the trustees or drive decisions through without discussion. Trustees who simply defer to the opinions and decisions of one person are not fulfilling their duties.

Responsibilities

Trusteeship carries a duty of prudence and a duty of care. In carrying out their duties, trustees are required to ensure that ICE pursues its activities in accordance with its Royal Charter and By-Laws and operates in accordance with UK Charity Commissioner guidance; UK Charity legislation and with the Institution's professional code.

Trustee Board members must fully understand their responsibilities as trustees of the Institution in that they must ensure that:

- the ICE pursues its activities in accordance with its Royal Charter and By-Laws;
- as trustees they act in the best interests of ICE as a whole and not on behalf of any particular constituency;
- the ICE complies with all relevant UK and International laws;
- the ICE complies with regulation and guidance of Charity Regulators;
- the ICE complies with the requirements of the UK Engineering Council;
- they always act according to high ethical standards;
- they do not benefit from their position beyond that which is allowed by the law and is in the interests of the Institution;
- they keep all confidential or sensitive information provided to them in their capacity as Trustees, confidential;
- they identify and declare any actual or potential conflict of interest; and
- they do not under any circumstances accept gifts or hospitality where this could be seen as likely to influence the decisions of the Trustee Board.

The Institution will be required to provide information / documentation in respect of the members of the Trustee Board to regulators / authorities and service providers (for example banks, legal and accountancy firms) where the relevant entity is discharging a regulatory function or has a regulatory obligation that it has to satisfy before starting work. Where such a request is made, Trustees will be required to provide all reasonably requested information and / or documentation on request for legal or regulatory purposes but will be given reasonable notice in advance for this to be shared with such entities.