

ROLE DESCRIPTION

Independent Assessor

This role provides an independent check and balance on behalf of the members to ensure that the Institute operates as effectively as possible and in line with its charitable object as stated within its constitution. Whilst the Charity is required by law to be formally audited on an annual basis by external independent auditors, this role helps to ensure that any issues relating to its activities are picked up and brought to the attention of the Board of Trustees so that any corrective actions can be taken in a timely manner.

Duties

- Appraising the function of the Board of Trustees to ensure that it operates effectively, discharges its duties for good charitable governance and in line with the Institute's charitable object.
- Appraising the function of the Finance Committee and its Standing Committees to ensure they operate effectively and within their terms of reference and any delegated authorities.
- Appraising the overall activities of the Institute ensuring they are in line with the Institute's charitable object and its business plan, especially appraising its delivery of public benefit.
- Providing brief update reports to the Board as necessary especially highlighting any issues of concern or items of good practice.
- Reporting to the Institute's membership on an annual basis in advance of each Annual General Meeting, providing an internal but independent critique of the Institute's effectiveness in delivering to its charitable object.

Commitment

Much of the monitoring of the standing committee's activities and the Institute's outputs can be appraised through the inspection of meeting summaries and minutes only needing to attend meetings where there may be issues of concern.

- Where possible the holder of the role will attend Board meetings* in order to observe the Board's operation and also to provide feedback to the Board on any issues. (Up to 4 meetings per year).
- Normally one Finance Committee meeting.
- Other assessment will be predominantly via the committees' written summaries and formal minutes.

*The holder does not have the right to vote in any of the Board or Standing Committee decisions.

Election and Service

The Independent Assessor is nominated by the Board of Trustees and, subject to there being no opposition to the appointment from Members as set out in the Articles, he/she may normally serve for an initial term of 3 years. This can be renewable for a further term of up to 3 years.