

The Devon and Exeter Institution (DEI) became an educational charity in 1989 and transferred to a Charitable Incorporated Organisation in 2017. Its **charitable objects** are:

- The advancement of public education particularly in the history, literature and arts of the county of Devon, the City of Exeter and of the South West of England generally and particularly by the provision and maintenance of a Library, Reading Rooms and educational facilities
- The advancement of heritage by the preservation of no 7 Cathedral Close, Exeter for the public benefit as a building of historic and architectural interest and value

1. Purpose of the trustee's role

- Trustees are required to ensure that the DEI is carrying out its purposes for the public benefit and complying with the governing document and the law
- Trustees must act in the DEI's interest by using reasonable care and skill
- Trustees must manage the DEI's resources responsibly, ensuring that the DEI is accountable and has proper administration of its membership

2. Our Strategic Vision

This builds on our charitable objects and the founding principle of the Institution:

- Our outstanding heritage building and research collection is preserved and made fit for contemporary needs
- We are leading as an educational charity by inspiring and engaging with people of all ages and abilities
- We are financially resilient and enterprising with a growing membership
- We have a strong employee and volunteer team which is well led and collaborative
- We offer authentic, special and unique member and visitor experience

3. Process for the recruitment of trustees

The Board of Trustees is responsible for ensuring that appointments or elections of trustees follow the Charity Commission guidelines and conform to the DEI governing document. In every case, the Board will ensure the following process applies:

- Agree what skills, experience and knowledge are needed, and write it down in the form of a short job description and person specification
- Agree responsibilities and process for recruitment e.g. advertising, documentation, timescales, responding to expressions of interest, applications and formal interviews with the Chair, other nominated trustees or senior staff.
- Ensure that the recruitment process aims to create and maintain a diverse board with skills, knowledge and experience that support our charitable objects and strategic vision

4. Person specifications

- Integrity and good independent judgement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Experience of and ability to work effectively as a member of a team and to take decisions for the good of the DEI
- Competent and confident in the use of the IT as a communication tool. All trustees will be provided with a dedicated Gmail account which must be used for all DEI communications.
- Good communication and interpersonal skills and able to advocate, promote and support the aims of the Institution.

Minimum time commitment

- Board meetings are held usually at six-week intervals. Trustees are expected to attend these meetings and prepare for them by reading paperwork circulated in advance of the meeting. Meetings generally last no more than 2.5 hours and the time and dates are decided by consultation annually with the whole Board.

- In addition, a regular commitment of a minimum of one hour per month strategic support, either in person or virtually.
- Trustees are expected to attend an induction session prior to their first board meeting
- Trustees will have the opportunity to join one or more of the DEI's standing committees or task groups.
- Trustees are expected to attend the AGM which takes place during the day in October/ November each year and the following Annual meeting.

Further information is available from: The Charities Commission website: the essential Trustee: what you need to know and what you need to do – www.charitycommission.gov.uk