



## Council Member/Trustee Director generic role description

### Role description

The central role of Council Members/Trustee Directors is to ensure that CIOL and CIOLQ fulfil their Royal Charter and charitable purposes:

- *To contribute towards international goodwill by encouraging the effective study and practice of languages.*
- *To promote the exchange and dissemination of information on matters of interest to linguists and persons interested in the study of languages.*
- *To provide means of recognising persons who are qualified as linguists in the professions, the arts, the sciences, industry, trade and commerce.*

### Role parameters

- **Location** – flexible, meetings will generally be via Zoom with the potential exception of the annual strategy day.
- **Remuneration** – these roles are not accompanied by any financial remuneration, although expenses for travel may be claimed.
- **Time commitment** – typically four Council/Board meetings per year with associated engagement with papers and preparation.

### Key duties

The key duties of Council Members/Trustee Directors are:

- To ensure CIOL/CIOLQ complies with the Royal Charter objects, Rules, By-Laws and IoLET Memorandum & Articles of Association.
- To ensure the organisation applies its resources exclusively in pursuance of its objects in line with these governing documents.

- To contribute actively to the Council/Trust Board in giving strategic direction to the organisation, supporting the setting of overall policy, goals and targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organization.
- To support the effective and efficient administration of the organisation and assure the financial sustainability of the organisation.

In addition, collectively with the other Council and Trust Board Directors, to hold the organisation 'in trust' for current and future beneficiaries by:

- Ensuring that CIOL and CIOLQ have a clear vision, mission and strategic direction and are focused on achieving these.
- Being responsible for the reputation and performance of CIOL and CIOLQ, ensuring that the charity complies with all legal and regulatory requirements and in line with its values.
- Acting as guardians of CIOL and CIOLQ's assets, both tangible and intangible, taking, due care over their security, deployment and proper application.
- Ensuring that the charity's governance meets high standards.

The list of duties above is indicative only and not exhaustive. As well as supporting the governance duties, any Council Member or Trust Board Director should make use of any specific skills, knowledge or experience to help the Board make good decisions.

Council and Trust Board members will be expected to perform such additional duties as are reasonably commensurate with the role including attending events, hosting and speaking for the organisation from time to time.

### **Essential qualities**

- Commitment to CIOL's objects and CIOL and CIOLQ's aims and values and a willingness to devote time to carry out governance responsibilities.
- Strategic and forward-looking vision in relation to the objects and aims of CIOL and CIOLQ.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

### Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the languages/education/voluntary sector.
- Leadership/personal skills exercised through change.
- Appreciation of equality, diversity and inclusion and lived experience of protected characteristics<sup>1</sup>.

### Key links

- Royal Charters – [Privy Council \(independent.gov.uk\)](http://independent.gov.uk)
- Charity Trustee, what is involved – [CC3a \(www.gov.uk\)](http://www.gov.uk)
- The Seven Principles of Public Life – [on www.gov.uk](http://www.gov.uk)

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<sup>1</sup> CIOL has an international membership and CIOLQ offers UK-backed qualifications worldwide, however, as a UK headquartered organisation we follow [UK equalities law](#) which [promotes positive action against discrimination](#)