



**WIG**

The Whitehall & Industry Group  
connecting the sectors

**MEI**  
Innovators in  
Mathematics  
Education

# Trustee Opportunity – Legal

## Mathematics in Education and Industry (MEI)

### Background

MEI is an independent charity with a vision to make a real difference to people's lives by improving the quality of mathematics education and learning. MEI offers professional development for teachers and innovative resources for teachers and students as

well as seeking to influence national policy. MEI runs some government contracts, in partnership with others, where it believes they are consistent with MEI's charitable objects and also promotes innovation through ground-breaking development work.

More information about MEI can be found at [www.mei.org.uk](http://www.mei.org.uk)

### Job summary

A trustee with Legal experience is being sought for the Board of MEI. In addition to the standard trustee responsibilities of setting strategy and policy for the organisation while ensuring that it is operating efficiently and in compliance with relevant laws and regulations, the individual will oversee legal activities. This is an exciting opportunity to make a significant contribution to a national charity at a critical stage in developing its ambitions for the future.

### Main duties and responsibilities

#### The statutory duties of a trustee:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- To ensure that the organisation pursues its objects as defined in its governing document;
- To ensure the organisation uses its resources exclusively in pursuance of its objects: it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- To contribute actively to the Board by giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To safeguard the good name and values of the organisation;
- To ensure the effective and efficient administration of the organisation;
- To ensure the financial stability of the organisation and its sustainable growth;
- To secure the appointment of the Chief Executive and monitor his/her performance.

**Time Commitment:** 4 Board Meetings per year, 1 meeting per month for involvement in, or Chairing of, a Board Committee, a Strategy Day and Christmas Event

**Duration:** An initial 3-year term with possibility of two 3-year extensions

**Location:** Trowbridge and London

**Remuneration:** Unremunerated

**Closing Date:** Midday, Thursday 14 November 2019

**Interview Date:** Friday 29 November 2019 in Trowbridge

## Skills, qualifications and experience required

It is expected that the new Trustees will:

- Have senior strategic level experience or have sat as a charity Trustee;
- Understand the role of the Trustee and be able to add value to the charity through expertise, counsel and sound judgement;
- Understand the competing pressures (financial, operational, personnel) involved in running a complex organisation;
- Have experience of dealing with the challenges associated with delivering organisational and governance changes;
- Have a broad range of business and financial skills and experience;
- Be able to contribute strategically on a wide range of issues;
- Take collective responsibility for the direction of the organisation, be good at working in teams, and able to be effective in a complex organisational environment where significant cross-boundary collaboration and partnership are essential.

### For the Legal Trustee role:

- Have appropriate qualifications and significant experience in the following areas:
  - Reviewing and providing guidance on governance of contracts and service agreements;
  - Assessing areas of legal risk;
  - Developing risk management strategies in relation to legal compliance;
  - Providing support and advice around partnership working;
  - Understanding and application of data protection legislation;
  - Understanding of fundraising and charity legislation.

## Application Process

- Submission of Covering Letter, CV and Equalities Monitoring Form to WIG. To upload your completed documents online, please visit <https://www.wig.co.uk/career-opportunities/career-listing.html> by **Midday on Thursday 14 November 2019**.
- After the closing date, the appointing panel will assess candidates' suitability for the role based on evidence provided on the Covering Letter and CV against the above criteria.
- Interviews will be held on **Friday 29 November 2019** in Trowbridge.

For further information about the appointment, including advice on eligibility, please contact Patrick Reihill, Head of Talent, on 0207 222 1166 or e-mail [talent@wig.co.uk](mailto:talent@wig.co.uk)