



The Peek Vision Foundation

Vision and Health for Everyone

To create technology and health intelligence, that empowers healthcare providers to deliver quality, sustainable eye and health care to everyone, everywhere.

General Trustee Role Description

Who are Trustees?

Trustees are experts in one or more fields of relevance to the Peek Vision Foundation, such as public health, charitable organisations, fundraising, financial planning, commercial strategy, organisational governance and oversight. Together they are responsible for controlling the administration and management of the Foundation.

The Foundation is a company limited by guarantee (company number 09919543 ([link](#))). It has no shareholders and is a registered UK charity (charity number 1165960 ([link](#))). Its Directors ([link](#)) also serve as Trustees ([link](#)), acting as guardians of its charitable Objects, as set out in its Memorandum and Articles:-

“For the public benefit, anywhere in the world:

- 1) the advancement of health and the relief of sickness or suffering (in particular but not exclusively eye health) including without limitation improving eye health systems through supporting the development, validation and deployment of technology, research, training of eye care personnel, capacity building, education, information dissemination and advocacy;
- 2) the advancement of education and research, in particular but not exclusively in relation to eye health and ophthalmology, by any charitable means including enhancing the knowledge and skills of healthcare and non-healthcare workers such as accident and emergency staff, medical students, general practitioners, nurses, consultants, optometrists, orthoptists, ophthalmologists, volunteers and teachers;
- 3) the advancement of such other charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time, in order to



reduce the occurrence of avoidable blindness in particular but not exclusively in people living in poverty.”

The Board of Trustees

The Trustees operate and make decisions as a Board. The role of the Board is to ensure the Trustees discharge their obligations correctly and within the scope of the Objects, including safeguarding the Foundation's assets for its charitable purposes. The Board appoints its own Chair from amongst the Trustees and invites advice and guidance from external sources, as well as executive and operational management from within the Foundation and its subsidiary Peek Vision Limited.

In this way the Board oversees the Foundation's management, determines its policy and ensures, monitors and reports on its implementations.

Scope and Duties of the Trustee Role

The scope of a Trustee's role is defined by three things:

- a. the general statutory obligations of Trustees, primarily established by The Charities Act 1993 ([link](#)) to ensure compliance with charity and company law in England and Wales and any other relevant legislation or regulation applying to its activities in the UK or elsewhere;
- b. the specific legal status and Objects of the Foundation, as defined in its Memorandum ([link](#)) and Articles of Association ([link](#)); and
- c. any additional projects, areas of responsibility, or areas of advice and expertise that the Trustee may take on from time to time, including any areas described in the applicable Trustee Role Description.

Collectively these elements define the Trustee's duties to aid the proper administration and management of the Foundation. Those duties are executed by providing approvals, assurances and accountability in the following manner:

- a. ensuring that the Foundation pursues its Objects;
- b. ensuring that the Foundation applies its resources exclusively in pursuance of those Objects;
- c. evaluating investments and ensuring good and stable financial management;
- d. approving budgets;
- e. defining the vision, mission and strategy of the Foundation;
- f. contributing actively to the Board's role of giving firm strategic direction to the Foundation, setting overall policy, defining goals and setting targets and evaluating performance against those agreed targets;



- g. using any specific skills, knowledge or experience a Trustee may have to help the Board reach sound decisions;
- h. appointing executives at the Foundation and at Peek Vision Limited;
- i. management of legal liabilities and adherence to obligations;
- j. safeguarding the good name and values of the Foundation; and
- k. supporting the Chief Executive and monitoring and evaluating his/her performance.

Excluded from Trustee roles and duties is the operational management of the Foundation, including of its projects and interests, including its subsidiary, Peek Vision Limited.

Minimum Time Commitment

Trustees are expected to attend at least 75% of Board meetings annually (except where prevented by illness). Board meetings are held approximately every twelve weeks (4 times per year) and last around 2½ hours.

Trustees are also expected to participate in the general affairs of the Foundation, as appropriate and in accordance with any special expertise. This may include visits to head office or local projects, involvement in fundraising, participation in events and acting as links between the Board and a particular area of the Foundation's activity.

Personal Requirements

Each Trustee must bring:

- a. personal commitment to the mission of the Foundation
- b. personal integrity;
- c. a willingness to devote the necessary time and effort to their duties as a Trustee e.g. meetings and other commitments 10-12 days per year;
- d. an understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee;
- e. an ability to think creatively and provide advice;
- f. sound, independent judgment;
- g. an ability to communicate well; and
- h. an ability and desire to work as a member of a team.

Every Trustee shares the following characteristics:

- a. a commitment to the vision, mission and values of the Foundation;
- b. knowledge of or a desire to quickly understand the key challenges and opportunities facing eye care, especially in low and middle income contexts;



- c. an understanding of the Foundation's role within international eye care, international development and the health industry;
- d. an appreciation and full support of the Foundation's accountability to its donors and other funders;
- e. the ability and commitment to represent the Peek Vision Foundation, its objectives and its remit publicly and to a wide range of specialist audiences;
- f. a commitment to equal opportunities and diversity.

The Board seeks to maintain its collective skills and experience in the following specific areas through the specialist expertise and skills of the Trustees:

- a. fundraising
- b. strategic advice and planning
- c. setting and supporting objectives
- d. organisational development
- e. product and programme execution
- f. monitoring and evaluating performance
- g. financial management
- h. commercial activity
- i. medical device development and supply
- j. coordination of expert advisers
- k. understanding and experience of global eye care (policy, practice and research)
- l. legal matters (charities)
- m. legal matters (other)

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