

Time Commitments of VTCT Trustees

General responsibilities of trustees are explained in the Charity Commission booklet 'The Essential Trustee' (appended).

This paper aims to give an idea of the time commitment required of trustees at VTCT.

Full Board meetings are held six times annually, in Eastleigh (Southampton). These meetings are generally held bi-monthly, on the fourth Thursday of the month (January, March, May, July, September, November) starting at 10:00am and usually finishing by 2:00pm, including lunch. A short, private Trustee meeting is held prior to full Board meetings. A package of Board papers is provided for the Friday preceding the meeting and Trustees are expected to have made themselves familiar with these in preparation. All reasonable travel and subsistence costs, including accommodation, will be reimbursed.

There are two sub-committees (Investment and Remuneration). The Investment Committee currently meets three times annually (January, May, September) at 10:00am. The Remuneration Committee meets twice annually (September, November) at 2:00pm and 10:00am respectively. If preceded by a Committee meeting, the main Board meeting start time is amended to 11:00am. Trustees can choose to volunteer to be a member of one, or both, of these committees.

The November meeting comprises a two day meeting. Typically this will allow for a Board Development Day (day one), the main Board meeting and AGM (day two). A Christmas dinner for Trustees and senior executive staff is held on the first night of this two day meeting. An overnight stay can be provided, if required, in a local hotel.

Other ad-hoc requirements for the involvement of some trustees arise for:

- Trustee training opportunities.
- Interview panel for senior staff appointments.
- Panel for major contracts, acquisitions, etc.

The majority of meetings are held at the charity's offices in Eastleigh. We appreciate that Trustees may not be able to be available for every meeting but attendance at the majority of Board meetings each year would be expected.

We appreciate that this adds up to a significant time commitment and hope that you are able to derive as much personal benefit from this as VTCT will undoubtedly derive from your contribution.