



Lay Trustee Duties - Oxford Ophthalmological Congress

Background

The Oxford Ophthalmological Congress is a prestigious event dedicated to the field of ophthalmology, bringing together leading experts, researchers, and professionals from around the world to run an annual educational conference. This is the oldest ophthalmic conference in the UK. To ensure the smooth functioning of the congress, a Council is appointed from which several key roles are assigned, including the Master, Treasurer, Editor and Secretary by election. Officers and Council are appointed on an honorary basis, though travel expenses for related work are reimbursable.

The Oxford Ophthalmological Congress is a Charitable Incorporated Organisation (CIO) registered under the Charities Act 2011 (registered charity No 1181776). Its constitution is set out in 'The Constitution of The Oxford Ophthalmological Congress Charitable Incorporated Organisation.' The Board of Trustees is comprised of the following Officers (terms of office renewable): the Master (who shall serve for one to two years), the Immediate Past Master, who shall serve for one to two year dependant on the Master's term), the Secretary (who shall serve for three years), the Treasurer (who shall serve for three years), and the Editor (who shall serve for three years).

The Board of Trustees may also at its discretion co-opt up to 2 co-opted Lay Trustees, having particular skills to bring to the Board.

Lay Trustee duties focus on providing independent governance, strategic oversight, and objective challenge to an organisation or charity.

Core Duties

- **Strategic Direction:** Help set the long-term goals, mission, and policies of the organisation.
- **Independent Oversight:** Act as a "critical friend" to hold the Master and Council of the Congress accountable.
- **Financial Stewardship:** Monitor budgets, cash flow, financial performance, and risk management.
- **Compliance:** Ensure adherence to charity law, company regulations, and the organisation's governing documents.
- **Ambassadorship:** Promote the values and work of the charity or institution externally.

Time Commitment

- **General Average:** Usually about 4 to 10 hours per year.
- **Meetings:** Attendance at approximately 1 to 2 board meetings per year (held either in-person or virtually).
- **Preparation:** Reviewing and reading meeting papers in advance.
- **Term Length:** 3-year term, renewable for a second 3-year term.

Role voluntary and unpaid, though travel and out-of-pocket expenses are reimbursed.

www.ooc.uk.com

THE OXFORD OPHTHALMOLOGICAL CONGRESS, Charity number: 1181776

OOC Secretariat: Louise Richards, louise@healthology.eu, +44(0)7950 273790