



## Volunteer Role Description: Trustee

**Role:** Member of Trustee Council

**Purpose of Role:** To provide leadership to Tees Valley Wildlife Trust and determine its overall direction. An important element of this involves holding the organisation in trust to ensure public confidence in it at all times

**Location:** Meetings held at Margrove Heritage Centre, attendance at events across the Tees Valley

**Volunteering Hours:** Variable but the council meet officially 4 times per year, usually in the evening for approximately three hours

**Duration:** Long-term, ongoing

**Availability:** Please contact our Chief Executive, Jeremy Garside or Keith Hissitt, our Honorary Secretary, if you are interested in becoming a trustee

**Reporting to:** Chair of Trustee Council

**Special Requirements:** Anything which is required by a trustee to fulfil their role will be supplied by the Trust. It would be helpful in addition to attending meetings, if trustees are available, that they can be involved in communication of developments and represent the Trust at other events. It is important at all times that trustees represent the organisation and our values faithfully and positively.

**Skills / Qualifications/Health criteria:** Our council is made up of up to 15 trustees at any given time, a secretary, a treasurer, a vice chairperson and chairperson – these roles are referred to as ‘Honorary Officers’. While there are no special skills required to join our council these roles in particular do have additional responsibilities and have separate role descriptions (see ‘other notes’ below). There are no formal qualifications required for this role although experience of some level of management (environmental, financial, human resources) would be beneficial. Communication skills are important as meetings can involve in-depth discussions on a range of areas of our work.

**Personal Qualities:** Our council is made up of a diverse range of skills and personalities, but one thing we do expect is that trustees have a genuine interest and enthusiasm for our local environment and its wildlife. Because ‘Trust’ is central to this role it is essential that all trustees are able to make informed, sensible decisions that have the organisations’ best interests at heart. Each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions.

**Main Duties:**

- To ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations
- To ensure that the charity pursues its charitable objects as defined in its governing document;
- To ensure that the charity applies its resources exclusively in furtherance of its objectives, i.e. the charity 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 of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint and support the Chief Executive and monitor his or her performance
- Decision-making, which may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise

**Potential Risks:**

There are no risks specific to this role. We expect all volunteers to be aware of others and their environments and also contribute to general good housekeeping (not leaving obstructions or spillages which can lead to accidents). We have registered first aiders, first aid boxes, accident recording procedures and a health and safety policy available for all volunteers to read in the administration office or can be sent electronically.

**Other Notes:**

Honorary Officer Role Descriptions are available on request; please contact our Chief Executive Jeremy Garside. Generally the role of the Chair is to lead the trustee council, plan and chair meetings and take primary responsibility for appraising the Chief Executives performance. The role of the Vice Chair is to assist the Chair in these duties and to stand in for the Chair when they are unable to fulfil them. The role of Secretary is to support the Chair by ensuring the smooth functioning of Council, including meeting arrangements, ensuring actions agreed at meetings are carried out and carrying out or delegating associated administrative duties. The role of Treasurer is to maintain an overview of the Wildlife Trust's affairs, ensuring its financial viability and making sure that proper financial records and procedures are maintained.