

## **Trustee Role Description**

### **Trustee Role Purpose**

Trustees are responsible for the overall governance and strategic direction of Where Next, developing its aims, objectives, and goals in accordance with the Memorandum and Articles of Association, charity policies, legal and regulatory obligations.

The Trustees carry out business on behalf of the charity. In your role, as a Trustee, you will help to protect the people, wealth and assets of the organisation. You will be legally responsible for the assets and any debts and have a hands-on part in the decision-making process for advancing the work of the charity.

### **Key Responsibilities**

In partnership with the Chair and CEO, the Trustee will

- Actively participate in meetings with other Trustees and staff members in overseeing the governance and running of Where Next
- Be prepared to take on key activities and help with projects to move the organisation forward
- Support and help promote volunteer engagement through communication and education
- Promote Where Next where required to the external environment

### **General Trustee Responsibilities**

- Ensure that Where Next complies with guidelines, legislation and any other legislation or regulations.
- Make sure that Where Next has a strategy and pursues defined goals in line with its stated objectives.
- Attend Board of Trustees meetings and contribute to the board's role of providing strategic direction and supporting the development of policies, goals, and targets.

- Act as a knowledge resource for the charity in a key area and use this knowledge to support the development of the charity.
- Scrutinise Where Next board papers and other communications.
- Maintain confidentiality about any sensitive or confidential information received in the course of duties as a trustee.
- Monitor Where Next's financial position, ensuring that it operates within its means and that there are clear lines of accountability for financial management:
  - Ensure the financial stability of the organisation.
  - Ensure that Where Next's resources are used only to pursue legitimate objectives.
- Maintain the good name of the organisation. Ensure that the administration of the company is carried out efficiently.
- Work with the other Trustees and staff to support the volunteer base and deliver the portfolio of projects
- Time requirement for this role is estimated to be 1-2 days a month with attendance at Quarterly board meetings

### **Person Specification**

To maintain a successful and progressive Board, Trustees must most importantly have a desire to make a difference and an affinity with our environmental aims.

#### **Essential**

- A passion for the vision of the charity and can enthuse our mission
- A willingness to appropriately challenge, to support and be a critical friend - some governance or management experience is important
- An ability to stand back and see the bigger picture and to think about what is best for the Charity as a whole
- An ability to work effectively with others as part of a team
- Well organised with good communication and interpersonal skills
- Self motivated, proactive and enthusiastic
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship (training/onboarding will be provided)

- Have a willingness and capacity to donate the necessary time to the role, but also be able to contribute in detail to the development and delivery of our strategies and systems
- Be prepared to volunteer up to 2 days spread over each month to the charity and the ability to work flexibly – Board meetings are held on weekday

**Desirable**

- Previous (or current) experience within the public or charity sector
- Proven track record in public speaking or working with the general public
- Have a passion for whales, dolphins and seabirds
- Have extra time available to volunteer support for the charity