

## **WWT Trustee - role profile and person specification**

### **1.0 Overall responsibility**

Trustees are responsible for providing appropriate oversight, governance and leadership to the Charity in the pursuit of its strategies to fulfil its charitable purposes. They ensure that the Charity has a clear strategy and that its work and goals are in line with the Charity's vision.

Trustees play a critical role in supporting and challenging the senior executive team, monitoring performance in key areas, satisfying themselves as to the integrity of financial and other management information and that financial and other quality controls and systems of risk management are robust and defensible.

Trustees have a collective responsibility for the overall governance and functioning of the Charity. Trustees are the legal directors of the Charity and must ensure they adhere to all legal and regulatory requirements applicable to the Charity's activities, including but not limited to those set out in charity and company law.

### **2.0 Trustee duties and responsibilities**

- To actively participate and develop the strategy by which the Charity aims to fulfil its charitable purpose and deliver public benefit.
- Establish clear objectives to deliver the agreed strategy and regularly monitor performance against those objectives.
- Ensure the management and use of the charity's resources is directed to optimise impact and the delivery of the charity's objects.
- Hold the Chief Executive Officer to account for the effective management and delivery of the Charity's strategic aims and objectives.
- Contribute to constructive debate regarding the strategic development of the Charity and any other material and significant issues facing the organisation, keeping abreast of changes in the operating environment.
- Identify and assess risks and opportunities for the charity, determining which are appropriate or desirable, and ensure there are effective risk management mechanisms in place.
- Ensure that financial controls are robust and that Council is kept fully informed of the financial plans, performance and health of the Charity.

- Safeguard and promote the good name and reputation of the Charity.
- Safeguard the property and other assets of the Charity.
- Ensure that the Charity complies with its governing document, charity law and any other applicable legislation and regulations including those relating to health and safety, safeguarding and fundraising.
- With the assistance of the Company Secretary, promote the highest standards of corporate governance in compliance with the Charity Governance Code, other regulatory requirements, and good practice.
- Seek appropriate professional advice, particularly in circumstances where such advice is required by law, where there may be a material risk to the Charity, or where the trustees may be in breach of their duties.
- Assist senior staff in building effective relationships with the Charity's various stakeholder groups, including with beneficiaries and key funders.
- Represent the Charity at external functions, meetings and in the wider media, in accordance with the Charity's agreed engagement and communication approaches.
- Uphold the values of the Charity and ensure that the Charity promotes equality and diversity for all its stakeholders.
- Set the tone for the Charity by role modelling leadership, behaviour, and individual and collective performance.
- Participate in the appointment of the Chief Executive Officer and other senior staff, as required.
- Participate in a board induction, any training and other evaluation identified as an individual and as part of the board or committee.
- Maintain absolute confidentiality about all aspects of Council's business, bearing in mind the overriding legal obligations placed upon trustees.

### **3.0 Qualities of a Trustee**

#### **3.1 Essential**

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the Charity's objects, aims, values and to good governance.
- Strategic and forward-looking vision in relation to the Charity's objects and aims.
- Sound independent judgement, common sense and diplomacy.
- Ability to understand complex strategic issues, analyse and resolve challenging problems.
- Effective communication skills and willingness to participate actively in discussion.
- A high level of understanding and interest in the activities of the Charity.
- Knowledge, skills and experience that are relevant and add value to the operation of Council.
- Able and willing to devote sufficient time to carry out the role of Trustee.

### **3.2 Desirable**

- Prior experience as a charity trustee.
- Prior experience of board/committee work.
- Personal and/or professional networks that may help further the Charity's aims and objectives.

### **4.0 Time commitment**

- There are 4 scheduled Council meetings a year and Trustees are expected to be available for those meetings.
- Trustees are expected to attend the Charity's Annual General Meeting to which the Charity's invites its members.
- Trustees are expected to attend any ad-hoc Council meetings that are required, committee meetings of which the Trustee is a member and to represent the

Charity at occasional external events.

- The time commitment for Trustees is estimated at 10 days per annum.
- Associated with their knowledge, skills and experience Trustees are encouraged to serve as members of Council committees; any additional time commitment required will vary dependent on the committee.

## **5. Terms of office**

- Trustees are appointed in accordance with the provisions set out in the Charity's Articles. Trustees may be directly elected or co-opted onto Council.
- Trustees serve a three-year term and are thereafter eligible for re-election for a further three-year term and then up to three additional consecutive terms of one-year.
- The role of Trustee is a voluntary position, but reasonable expenses will be reimbursed.

Adopted by WWT Council on: [date]