



WOODLAND
TRUST

Role of the Trustee

1. Trustee Duties

- 1.1. The directors of a charitable company are charity trustees and have duties under company law as well as charity law. The duties of charity trustees are well summarised in Charity Commission guidance which can be found at [Charity Commission guidance - GOV.UK](#). The most important of these are summarised in the Charity Commission's booklet [The Essential Trustee](#) and [6 main duties](#).
- 1.2. In summary, the role of a Woodland Trust trustee is as follows:
- with the help of the CEO and management team, help formulate and review as required, the Trust's vision, values and long-term strategy as well as key policies and activities for the strategy's delivery
 - ensure propriety and effectiveness of fundraising
 - to hold themselves accountable to the Trust's stakeholders for the Board's decisions, the performance of the Board and the performance of the Trust
 - oversee the management of the Trust and its assets in the interest of current, potential and future beneficiaries
 - ensure compliance with all statutory and regulatory requirements
 - exercise financial controls in order to ensure the financial stability of the Trust and the proper use of the Trust's funds
 - promote and safeguard the brand and reputation of the organisation
 - attend board meetings, scrutinise board papers, challenge management on their proposals and hold them to account, contribute to the Board discussion, focus on key issues and support collegiate decisions
 - be a company director of the Trust. This involves ensuring the Trust complies with company law. Trustees, as directors, have specific duties under the Act including:
 - acting within powers
 - promoting the success of the company
 - exercising independent judgement
 - exercising reasonable care, skill and diligence
 - avoiding conflicts of interest
 - not accepting benefits from third parties
 - declaring interest in proposed transactions or arrangements

2. Wider Involvement

The Trust has some subsidiary trading companies, and some of the Trust's directors are also directors of the trading companies. Trustees also fulfil some wider roles, including:

- acting as ambassadors for the Trust, including using their own networks for advocacy and for the benefit of the Trust
- fundraising
- membership of special purpose, ad hoc working groups
- mentoring senior members of staff

While not all trustees will be able to take on this wider involvement, it is recognised that this is where a lot of additional satisfaction is gained by trustees and where the organisation receives a lot of added value.

3. Person specification

All trustees need to have integrity and commitment and a passion for our cause. In addition, we look for the following qualities, skills and experience in the trustees we appoint:

Essential

- Willingness to commit to at least 12 days per annum to the Trust including quarterly Board meetings, annual strategy discussions, site visits plus committee meetings and events as appropriate.
- A full list of essential, highly desirable and voluntary induction, attendance and training will be given to each trustee as they join.
- general board skills: ability to scrutinise board papers; challenge management
- constructively; contribute to discussions; focus on key issues; build and accept collegiate decisions
- an ability to think strategically
- good team worker
- demonstrable integrity and objectivity in decision making
- ambitious on behalf of the Trust

Highly desirable

- wide experience of organisations and what makes them tick
- great networks and a willingness to use them on behalf of the Woodland Trust
- experience of operating at board level
- experience as a non-executive director or trustee
- an ability to understand financial information
- experience of managing/governing significant organisational growth
- sufficient experience to hold management to account
- willingness to fundraise
- willingness to give time outside board meetings
- willingness to represent the Woodland Trust externally at meetings/events