

TRUSTEE BOARD MEMBERS

DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

Background

Salary: Unpaid.

Hours: Four meetings a year. Plus occasional support at events and other meetings

Location: LCST Navigation Warehouse, Riverhead Road, Louth LN11 0DA

The Lincolnshire Chalk Streams Trust are champions of the chalk streams in Lincolnshire.

Working alongside the many partners of the Lincolnshire Chalk Streams Project, the charity aims to:

1. To promote for the benefit of the public the recovery, conservation, protection and improvement of the physical and natural environment by promoting the biological diversity of the chalk streams, blow wells and related features in Lincolnshire focussed around the Lincolnshire Wolds, North Lincolnshire and North East Lincolnshire; and
2. To advance the education of the public in the recovery, conservation, protection and improvement of the physical and natural environment of chalk streams, blow wells and related features

1. Who are the charity's Trustees

The Charities Act 1993 defines charity Trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role.

For LCST, the Trustee Board comprises:

- the Chair
- the Secretary
- the Treasurer
- up to seven elected Trustees

The Trustee positions will be agreed at the AGM each year.

2. The role of the Board of Trustees

At its simplest, the role of the Trustee Board is to receive assets from donors, safeguard them and apply them to the charitable purposes of LCST. The Board must always act in the best interests of LCST, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board must act as a group and not as individuals.

3. Duties of a Trustee board member

The general duties of a Trustee board member are to:

- ensure that LCST complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that LCST pursues its objects as defined in its governing document
- ensure LCST applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of Trustees by giving firm strategic direction to LCST, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of the LCST
- ensure the financial stability of LCST.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has particular expertise.

4. Minimum time commitment

Trustees are expected to attend an induction session at LCST prior to their first Board meeting. Trustees are expected to attend all Board meetings. Board meetings are held four times a year. The meetings last approximately two hours and are usually held as a Microsoft Teams meeting online.

- Papers are distributed one week in advance of meetings.
- Trustees are invited to the annual general meeting (AGM) of LCST

5. Person specification

Each Trustee must have:

- a commitment to the mission of the LCST
- a willingness to meet the minimum time requirement

- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of the LCST.

The board of Trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- public policy and public affairs
- national and local voluntary sector
- national and local government and statutory bodies
- digital strategy
- trading subsidiaries and social enterprise
- human resource management
- volunteering management and brokerage
- funding/foundations
- collaborative partnerships
- social investment and impact