Volunteer Role Profile: Trustee

<table>
<thead>
<tr>
<th>Role:</th>
<th>Trustee</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Chair of the Board of Trustees</td>
</tr>
<tr>
<td>Responsibilities for people:</td>
<td>None</td>
</tr>
<tr>
<td>Term:</td>
<td>3-6 years. Trustees are elected for a 3 year term and can stand for a further 3 year term. Exceptionally, where a trustee has a very active role or particular skill set, they can stand for a further 3-year term (9 years total).</td>
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<tr>
<td>Time Commitment:</td>
<td>5-8 (or more) days per year, depending on your availability and interests. See more details below.</td>
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Contacts for further information

Chair of the Board of Trustees: Chris Miles
Honorary General Secretary: Steve Gater
Chief Executive: Julia Hanmer

Background

The Botanical Society of Britain and Ireland (BSBI) works to advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland. Through our science and data, training and outreach, events and communications, we work towards a world where wild plants thrive and are valued. We welcome and support everyone interested in wild plants, from beginner botanists and non-specialists to renowned experts in the field. We have a growing membership – currently over 4000.

We have an exciting opportunity for one or more trustees to join our Board. As a trustee you’ll have an essential role in contribution towards the future direction of our charity and making a real difference for botanists, botany and wild plants.

We are particularly looking for trustees with skills, knowledge or experience in one or more of the following areas: finance, administration, communication and marketing or plant recording. Most of all we need trustees with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.
BSBI aims to be transparent and inclusive in the way we recruit and support our trustees. We welcome and value diversity and recognise that difference brings a wide range of perspectives that is valuable to our work.

**The Role - Responsibilities and Tasks**

As a Trustee you’ll contribute towards decisions to develop our charity and our work, in line with our [Strategy](#) and policy. You’ll also ensure our compliance with governance regulations. Our friendly team will provide you with support and training to develop in your role.

Your role will be to:

- Ensure that BSBI pursues its stated objects (purposes), as defined in its governing document ([Articles of Association](#)), by developing and agreeing a long-term strategy
- Ensure that BSBI complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that BSBI applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensure that BSBI defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of BSBI
- Ensure the effective and efficient administration of BSBI, including having appropriate policies and procedures in place
- Ensure the financial stability of BSBI
- Protect and manage BSBI’s assets and ensure the proper investment of the charity’s funds (with Guidance from the Finance Committee, Finance Manager and Investment Advisors)
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive
- Trustees need to follow guidance produced by the charity regulators (Charity Commission in England and Wales, OSCR in Scotland, Charities Regulator in Ireland)
- Trustees must comply with BSBI’s related parties’ policy and declare any potential conflicts of interest on an annual basis and in relation to agenda items, at the start of each meeting.

In addition to the above statutory duties, each Trustee will use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

Each Trustee also joins one BSBI Committees. These cover aspects of our work: Events and Communications, Skills and Training, Science and Data and represent our work in different countries: Committees for England, Ireland, Scotland and Wales. As the “designated Trustee” for one of these committees, your role is to act as a liaison and communication point between the Board of Trustees and that Committee.

Trustees may also join Board sub committees: the Nominations, Awards and Governance Committee or the Finance Committee. There are other working groups trustees can get involved in,
if they wish, to help input into and steer work of staff in particular areas of BSBI’s work such as Fundraising or Plant Data Management.

**Person specification**

Charity Trustees are the people who share ultimate responsibility for the governance a charity and directing how it is managed and run. You will need to offer, or be willing to learn about the following:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your 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
- A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We are particularly looking for trustees with skills, knowledge or experience in one or more of the following areas:

- Finance
- Communication, marketing or fundraising
- Plant recording

Most of all we need trustees with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.

**Benefits**

Becoming a BSBI trustee is an opportunity to help shape and contribute to our work towards a world where wild plants thrive and are valued. Your motivation is important to us and we aim to identify how we can support you to gain valuable skills and experience, as well as asking for your time and input. As a trustee you will use your current skills, knowledge and experience and develop new ones in areas such as charity governance, financial management, strategy, decision-making and facilitating discussion.

**Time Commitment**

We estimate the time commitment for this role needs to be at least 5 days per year and could be more, but this will depend on your availability and interests. This time is made up of:

- Attending Board of Trustee meetings – meetings are held four times a year, 3 hours each, in March, June, September and December. These may be held in person or online. The aim is to have two face to face meetings a year in London, to help build the Trustee team, but with hybrid options for those who cannot attend in person. The Board consists of up to 12 BSBI members, including the Chair and Honorary General Secretary. The President, Chief Executive, Finance Manager and Head of Science also attend Board meetings.

October 2023
• Board of Trustees meeting preparation and actions – around 3-5 hours per meeting to read committee meeting papers before the meetings and to follow up on any actions you’ve agreed to take on
• Responding to emails on topics that need to be taken forward between meetings – around 4-6 hours per year
• Standing and Country Committee attendance – around 2-3 meetings a year, approx. 3 hours each plus 1-2 hours reading papers. Meetings are held online or occasionally face to face
• Optional - Attending small working groups or other input into staff plans (usually online meetings)- time varies, but would be made clear before you take on a new commitment.

How to apply

BSBI trustees need to be a member of the organisation or to join as a member, before being elected as a trustee by members at the Annual General Meeting.

Current BSBI Members

If you wish to be nominated as a potential BSBI Trustee please get in touch with Chris Miles, the Chair of the Board of Trustees or Steve Gater, Hon. General Secretary. They would like to invite you to talk over the role and your potential candidature with one or two fellow Trustees. This offers an opportunity to explain what the current needs of the Board of Trustees are and for you to share how you may be able to strengthen governance as a Trustee.

To be formally nominated, please complete a Trustee declaration form to confirm your eligibility and acceptance of responsibilities ahead of any election, and send this to Steve Gater with a brief statement (max 200 words) about why you want to stand and what you can offer, so members can see this when they vote. Applications need to be received by 12 noon, Monday 16th October for election by members at the 16th November 2023 Annual General Meeting. We would encourage you to apply by 16th October, but we also interested in considering longer term candidates, so if you are interested please do get in touch.

Interested but not yet a member?

Please apply by sending your CV and a covering letter to recruitment@bsbi.org, outlining why you want to be a trustee and what you can bring to the role. Your application will be reviewed by the Chair and depending on our vacancies, we may invite you for an informal interview to discuss the role further and what you can bring to it. We are looking for candidates on a rolling basis, so please apply as soon as you can.