

### **If you're passionate about making a difference, then this could be the role for you!**

There are up to 10 trustee positions including the chair of the board. We have a combination of Girlguiding members and non-members on the board. We want our board to offer a variety of perspectives and experiences, so we value diversity of all kinds.

There's no particular kind of person we're looking for – what's important is that you're really committed to our values and our mission. We want to build a Board that collectively offers a broad range of skills, experience and perspectives. Who will support and challenge staff and volunteers to make good decisions in the interests of the charity.

### **Why become a trustee?**

Being a trustee brings lots of opportunities to learn and develop your own skills, both personally and professionally, including:

- *Strategy* – you'll explore data, evidence and forecasting and oversee the delivery of ambitious strategies for Girlguiding, helping to build your critical thinking, problem-solving and analytical skills.
- *Leadership* – you'll get great insight into different leadership styles and develop your own leadership skills.
- *Governance* – you'll learn more about what good governance looks like, being proactive in compliance, legislation, regulation and reputation.
- *Networking* – a trustee role is a fantastic way to meet and work with people from a range of diverse personal and professional backgrounds.
- *Knowledge and skills* – you'll develop knowledge and skills in areas such as business management, finance and risk management for value-led decision making.

### **Trustee responsibilities**

The board of trustees has overall legal responsibility for the direction and control of Girlguiding Leeds. It's accountable for compliance with relevant laws and regulations. This means that as a trustee you have certain legal duties and responsibilities, and you must always act in the best interests of Girlguiding Leeds. Whilst trustees are responsible for Girlguiding Leeds' strategy and direction, delivery of day-to-day operations are delegated to our staff and volunteers.

Our trustees play a vital role in making sure that Girlguiding Leeds achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Girlguiding Leeds has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Girlguiding Leeds to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### **Duties:**

As a trustee you will:

- Support and advise on Girlguiding Leeds' purpose, vision, goals and activities.
- Contribute to setting Girlguiding Leeds' strategic direction and priorities, and monitor and evaluate their implementation.
- Oversee Girlguiding Leeds' financial plans and budgets, and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Review and approve Girlguiding Leeds' financial statements.
- Support and encourage senior volunteers, the management team and staff in their roles, whilst constructively challenging their advice and decisions – be a 'critical friend'.
- Keep abreast of changes in Girlguiding Leeds' operating environment.
- Contribute to regular reviews of Girlguiding Leeds' own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Girlguiding Leeds' interests, to the exclusion of your own personal and/or any third-party interests.
- Contribute to the broader promotion of Girlguiding Leeds' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

### What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

### Personal skills and qualities

- Willingness and ability to understand and accept responsibilities and liabilities as a trustee, and to act in the best interests of the charity.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Good knowledge in your area of specialism.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Terms of appointment

Terms of office:

- Trustees are appointed for a 3-year term of office; may be extended for 1 further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment:

- Attendance at 5 Board meetings annually. Currently meetings are held in person at The Trefoil Centre.
- Attending annual strategy and development day.
- Ad hoc and occasional support through working groups and/or support to the management team.