



## Stroud Valleys Project Trustee Role Description

Our trustees play a vital role in making sure that Stroud Valleys Project (SVP) achieves its core purpose of helping people and nature to thrive together in the Stroud District. They oversee the overall management and administration of the charity. They also ensure that SVP has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the core staff team to enable the charity to grow and thrive, and through this, achieve our overarching purpose of making the Stroud District a happier, healthier and more sustainable place to live for present and future generations.

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

### Duties:

- Support and provide advice on SVP's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee SVP's financial plans and budgets and monitor and evaluate progress.
- Review and approve Stroud Valleys Project's financial statements.
- Ensure the effective and efficient administration of the organisation, including proper arrangements for the appointment, remuneration, review, and support of staff.
- Provide support and challenge to Stroud Valleys Project's CEO in the exercise of their delegated duties.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Oversee the compliant running of SVP's operations; financially and legally.
- Keep abreast of changes in SVP's operating environment.
- Contribute to regular reviews of SVP's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect SVP's interests, to the exclusion of their own personal and/or any third-party interests.
- Take a self-reflective stance, ensuring that the board consistently comprises those who have the time, skills, and commitment to fulfil its overall duties to the charity.
- Contribute to the broader promotion of SVP's objects, aims and reputation by applying their 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 their responsibilities and liabilities as trustees 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 passion for working with other volunteers and the wider community to help people and nature to thrive in our District.
- Willingness to lead according to our values of sustainability, equity of opportunity, and inclusivity.
- A strong personal commitment to equity, diversity and inclusion.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- We are particularly interested in hearing from potential trustees who have expertise in one or more of the following areas: Charity and/or Company Finance, Charity and/or Company Law, IT and Technology, Human Resources and People Management.

### ***Terms of appointment***

#### **Terms of office**

- Trustees are appointed for a fixed term with the option of renewal.
- This is a voluntary position, but reasonable expenses are reimbursed.

#### **Time commitment**

- Attending 4 Board meetings annually. Currently meetings are held in person, during the day, in Stroud Town Centre
- Attending additional sub-committee meetings as needed to support the charity.
- Attending an annual half day strategy session.
- Carrying out mandatory training as required.