



## **VOLUNTEER ROLE DESCRIPTION TRUSTEE**

Our volunteer trustees are responsible for the strategic direction of the charity which operates and manages the Rococo Garden. Trustees are collectively accountable on the charity's proper management and administration of the charity to ensure it is fulfilling its objectives - namely caring for and restoring the 18th century garden in our care and educating the public about it.

Working with fellow Board members as well as staff and volunteers from across the organisation, this is an ideal role for an effective and clear-thinking team player who enjoys working at a strategic level and has a passion for our Garden.

### **WHAT IS THE ROLE?**

- To work with fellow trustees to shape and monitor the charity's strategy;
- To prepare for and participate fully in Board meetings;
- To act reasonably in decision making and leadership of the organization;
- To ensure the proper management and administration of the charity;
- Use any specific skills, knowledge or experience you have to help the Board of trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise;
- Promote the work of the charity externally;
- Participate in sub-committees;
- Manage risks with a considered, proportionate and balanced approach;
- Support the charity's staff team;
- Ensure that the charity's values are upheld.

You can familiarise yourself with the statutory duties of a trustee according to current HM Government guidance:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

### **WHAT'S IN IT FOR YOU?**

You will be one of a Board of trustees of Painswick Rococo Garden Trust. You will enjoy top-level business management, enabling the staff team to effectively operate and manage the Garden to deliver its objectives.

## WHAT'S INVOLVED?

At present the Board meets 10-12 times a year. Trustees are appointed for a three-year term. The Board is supported by a number of sub-committees with specific responsibility for certain areas of the operation, for example finance, remuneration and health & safety. Service is on a voluntary basis with legitimate expenses paid.

## WHAT DO I NEED?

Our trustees must:

- show commitment to and passion for the Garden and have sufficient time and willingness to contribute effectively to Board proceedings;
- have experience and an understanding of strategy development;
- be able to work effectively as a member of a team;
- be willing to speak up and can remain independent of any influence from another organisation or individual;
- have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity;
- be able to make sound decisions based on an analysis of information provided;
- Is aware of developments in the voluntary sector and areas of interest to the charity.

## STAFF CONTACT

Dominic Hamilton, Garden Director

## PLEASE NOTE

This role is purely voluntary and this arrangement is not meant to be a legally binding one, nor an employment contract.

*Dominic Hamilton*  
*11 November 2019*