

## Trustee Role Profile

Our trustees play a vital role in making sure that Gifford Community Land Company (GCLC) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that GCLC has a clear strategy and that our work and goals are in line with our vision.

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 GCLC's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee GCLC's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve GCLC's financial statements.
- Provide support and challenge to GCLC's Project Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in GCLC's operating environment.
- Contribute to regular reviews of GCLC's own governance. Attend Trustee and Open meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect GCLC's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of GCLC's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### 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.***

### 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 GCLC.
- 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.

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

#### **Terms of office**

- Trustees are appointed for a three-year term of office, renewal for one further term to a maximum of six years.
- This is a voluntary position, but reasonable expenses can be reimbursed subject to prior authorisation.

#### **Time commitment**

- Attending four Trustee meetings and four open meetings per annum plus any ad-hoc meetings that are called.
- Currently meetings are held in person at either Gifford Village Hall or Bowling Club.