



Trustee – Role Description

Our trustees play a vital role in making sure that St Mary's Secret Garden achieves its core purpose.

They oversee the overall management and administration of the charity. They also ensure that we have a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the team to enable St Mary's Secret Garden] to grow and thrive delivering our wellbeing through gardening and nature contact mission.

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 St Mary's Secret Garden's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee our 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 our financial statements.
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in our operating environment.
- Contribute to regular reviews of our own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect St Mary's Secret Garden's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of St Mary's Secret Garden's 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.

As a community garden you will have opportunities to be involved in our open days, garden events and community activities.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role. Someone 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. There will be also be peer support from our experienced trustee members.

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 organisation.
- 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.
- Willingness to lead according to our values.
- 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, renewal for [x] further terms to a maximum of [x] years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 12 Board meetings annually. Currently meetings are held monthly in person at the garden and remotely
- Attending extra training or strategy days as arranged or personally needed

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team.