



## **ROLE DESCRIPTION:**

### **COUNTY TRUSTEE**

#### **Role**

Being a trustee is a voluntary position. We want our board of trustees to be able to offer a broad range of skills, experiences and perspectives and support and challenge staff and volunteers to make good decisions in the interests of the charity. We value diversity of all kinds.

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

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

There can be between 5 and 10 trustee positions in Hertfordshire county, including the chair.

- **Chair of trustees** – this role is held by the county commissioner
- **Assistant county commissioner** – Adventure and opportunity – must be a member of Girlguiding and this role also oversees the county's adventure and opportunity team
- **Assistant county commissioner** – member support – must be a member of Girlguiding and this role also oversees the county's member support team
- **Assistant county commissioner** – promote and grow – must be a member of Girlguiding and this role also oversees the county's promote and grow team
- **Hertfordshire Guide Centre chair** – must be a member of Girlguiding and this role also includes chairing the Hertfordshire Guide Centre management committee.
- **County treasurer** – must be a member of Girlguiding with expertise in finance and accounting

- **Grassroots member** – must be a member of Girlguiding and aged 18+
- **3 x Girlguiding Hertfordshire division commissioners** – must be members of Girlguiding and this role includes being a division trustee for the relevant division the role oversees

### **Personal qualities**

- Enthusiasm for our vision and mission.
- Willing and able to understand and accept responsibilities and liabilities as a trustee, and to act in the best interests of the charity.
- Able 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 discussions.
- A strong personal commitment to equity, diversity and inclusion.

Previous governance experience is not required – trustee training will be provided as needed.

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 Hertfordshire, 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.

### **Terms of appointment**

- County commissioner (chair): 5 years unless extended by the region chief commissioner.
- Grassroots member: A term of up to 3 years and may be reappointed for a second term of a maximum of 2 further years.
- All other trustee roles: End on expiration of the guiding role under which they are appointed as trustee.

**Responsible to**

County commissioner.

**Working with**

County executive committee.

**Trustees' responsibilities\***

- Overall legal responsibility for the direction and control of Girlguiding Hertfordshire.
- Ensure Hertfordshire county complies with all relevant legislation, regulations and requirements of the Charity Commission and The Guide Association.
- Foster the growth and spirit of The Guide Association, upholding and applying its values and principles of equality and diversity across Hertfordshire county.
- Ensure all relevant information to and from Girlguiding Hertfordshire, Girlguiding Anglia and the Girlguiding board of trustees is effectively communicated.
- Set up Girlguiding Hertfordshire's strategic direction and priorities, directing delivery and monitoring and evaluating their implementation.
- Manage Hertfordshire county effectively by approving policies, plans, and budgets to achieve its objectives and monitor performance against them.
- Support and advise on Girlguiding Hertfordshire's purpose, vision, goals and activities ensuring they are in line with the overall aims and objectives of Girlguiding UK.
- Set and maintain a framework of delegation and internal control.
- Regularly review the county risk register and ensure risk is mitigated.
- Ensure Girlguiding Hertfordshire achieves its core purpose.
- Ensure the efficient and effective administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively
- Oversee Girlguiding Hertfordshire's financial plans in accordance with Charity Commission requirements for charity finances.
- Support and encourage senior volunteers in their roles, whilst constructively challenging their advice and decisions – be a 'critical friend'.
- Keep abreast of changes in Girlguiding Hertfordshire's operating environment.

- Contribute to regular reviews of Girlguiding Hertfordshire's own governance.
- Attend 4 county executive team meetings a year (1 per term), adequately prepared to contribute to discussions. (The Hertfordshire Guide Centre chair will also attend and chair 4 Hertfordshire Guide Centre management committee meetings per year and there is likely to be an additional time commitment above that to support with the property management.)
- Review documents and make decisions between meetings when needed.
- Review and approve the county's annual report on a yearly basis.
- Use independent judgement, acting legally and in good faith to promote and protect Girlguiding Hertfordshire's interests, to the exclusion of your own personal and/or any third party interests.
- Contribute to the broader promotion of Girlguiding Hertfordshire's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

\*Reappointment is not automatic.