

## **Charity Trustee / Director Role Description**

### **Broughtonknowe Community Woodland**

Status: Voluntary (unpaid)

Term: Up to two consecutive terms, subject to rotation and re-election

Time Commitment: Approx. [e.g. 6–8 hours per month]

Broughtonknowe Community Woodland Ltd is a company limited guarantee and a Scottish charity. The liability of its members is limited to £1.

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### **Purpose of the Role**

The Charity Trustees (also referred to in our constitution as Directors) are collectively responsible for the governance, strategic direction and long-term sustainability of Broughtonknowe Community Woodland.

They ensure the charity:

- works within its charitable purposes
- complies with charity and company law
- uses its resources responsibly
- acts in the best interests of the community and environment it serves

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### **Key Responsibilities**

The Charity Trustees/Directors share collective responsibility for:

#### **Governance and Strategy**

- Upholding the charity's purposes, values and public benefit
- Contributing to strategic planning and decision-making
- Monitoring progress against agreed plans

#### **Legal and Financial Oversight**

- Acting as a Charity Trustee and Director of the woodland charitable company
- Ensuring legal and regulatory compliance
- Reviewing budgets, accounts and financial reports
- Helping safeguard the charity's assets and reputation

#### **Board Participation**

- Attending Board meetings (minimum five per year)
- Preparing for meetings and contributing constructively
- Taking part in sub-groups or working groups where appropriate

#### **Integrity and Accountability**

- Declaring conflicts of interest
- Maintaining confidentiality where required
- Acting with care, skill and diligence

## **What We're Looking For**

You do not need previous trustee experience. We welcome people who:

- Care about woodland conservation, community wellbeing or the local area
- Can think strategically and work collaboratively
- Are willing to commit time and energy to the role

Skills or experience in areas such as woodland management, communications, environment, finance, governance, fundraising, community engagement, bio diversity or education are welcome but not essential.

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## **Eligibility**

To be a Member Director, you must:

- Be an Ordinary Member or authorised Corporate Member representative
- Be aged 16 or over
- Not be disqualified from acting as a Charity Trustee or company Director

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## **Support and Benefits**

New Charity Trustees/Directors receive an induction, access to key documents and ongoing support. The role offers a chance to shape the future of a valued community woodland, develop skills and make a meaningful local contribution.