

Butterfly Conservation Trustee Job Description

The statutory duties of a Trustee are:

- To act in accordance with Butterfly Conservation's constitution and use powers only for the purposes for which they were conferred; ensuring that Butterfly Conservation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To promote the success of Butterfly Conservation for the benefit of its members and safeguard the good name and values of Butterfly Conservation
- To exercise independent judgment to contribute actively to the board of trustees' role in giving firm strategic direction to Butterfly Conservation, setting overall policy, defining goals and targets, and evaluating performance against these criteria.
- To exercise reasonable care, skill and diligence to ensure that Butterfly Conservation pursues its objectives as defined in its governing document
- To avoid conflicts of interest wherever possible and declare any unavoidable conflict of interest while carrying out the duties of a Trustee
- Not to accept benefits from third parties in relation to Butterfly Conservation
- To declare to Butterfly Conservation's other Trustees any interest a Trustee has in a proposed transaction or arrangement with Butterfly Conservation
- To ensure Butterfly Conservation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To ensure the effective and efficient administration of Butterfly Conservation
- To ensure the financial stability of Butterfly Conservation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

Other duties:

- To represent Butterfly Conservation at functions and meetings as appropriate
- To abide by Butterfly Conservation's policies, eg the equal opportunities policy
- To use specific expertise or experience to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues.
- To attend meetings and read papers in advance of meetings
- To attend sub-committee meetings as appropriate
- To participate in other tasks that arise from time to time, such as interviewing new staff, helping with fundraising, etc
- To keep informed about the activities of Butterfly Conservation and wider issues which affect its work.

Trustee Person Specification

Each Trustee must have:

- Integrity
- Commitment to Butterfly Conservation and its objectives
- Commitment to lepidoptera
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Willingness to support BC staff and volunteers locally and nationally

Ideally Trustees should also possess skills and experience in one or more of the following key areas:

- **Business/Administration**
including: Health & Safety; human resources; IT.
- **Conservation**
including: agricultural policy; reserves management.
- **Education**
including: teaching.
- **Finance**
including: charity accounts; investments; banking.
- **Governance**
including: Legal; BC Branch involvement.
- **Marketing**
including: fundraising; political lobbying; public relations.

Other requirements of Trustees as a group:

- Ability to commit sufficient time to the role
- UK wide representation
- A sufficient number must be able to form a quorum by travelling to BC Head Office at short notice