



# Butterfly Conservation

Saving butterflies, moths and our environment

## Butterfly Conservation Trustee Role Description

### Role Purpose:

Our trustees play a vital role in making sure that Butterfly Conservation achieves its core purpose. Trustees oversee the overall management and administration of the charity and ensure that Butterfly Conservation has a clear strategy and that our work and goals are in line with our vision. Trustees support and challenge the senior leadership team to enable Butterfly Conservation to grow and thrive, and through this, achieve our mission to save butterflies and moths.

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

### The statutory duties of a Trustee are to:

- Act in accordance with Butterfly Conservation's constitution ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Contribute to the broader promotion of Butterfly Conservation's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to Butterfly Conservation's senior leadership team in the exercise of their delegated authority and affairs.
- Be accountable to members, beneficiaries, supporters and funders, using their feedback to inform decisions and improve the charity's services.
- Use independent judgment, acting legally and in good faith to promote and protect Butterfly Conservation's interests, to the exclusion of their own personal and/or any third party interests, managing conflicts of interest appropriately where identified.
- Act with reasonable care, skill and diligence to ensure that Butterfly Conservation pursues its purpose, vision, goals and activities.
- Ensure Butterfly Conservation uses its resources to carry out its strategic purposes for the public benefit.
- Ensure the effective and efficient administration of Butterfly Conservation.
- Oversee Butterfly Conservation's financial plans and budgets, and review and approve financial statements, to ensure the charity's financial stability.

- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Prepare for, attend and actively participate in all trustees' meetings

**Other duties:**

- To represent Butterfly Conservation at functions and meetings as appropriate.
- To promote and demonstrate BC values in all areas of activity: Excellence, Passionate, Inspiring and Collaborative
- To follow Butterfly Conservation's policies, procedures and code of conduct.
- Work with co-trustees to make balanced and adequately informed decisions, thinking about the long term as well as the short term. 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 sub-committee meetings as appropriate.
- To participate in other tasks that arise from time to time, such as helping with fundraising, trustee recruitment, joining Task & Finish Groups etc.
- To keep informed about the activities of Butterfly Conservation and wider issues which affect its work.

**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 experience – we will provide a full induction and training.

**Personal skills and qualities**

- A commitment to training and learning new skills.
- 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.
- Enthusiasm for the environment, our vision and strategic goals.
- Willingness to lead according to our values of Excellence, Passionate, Inspiring and Collaborative.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Terms of appointment**

- Trustees are appointed for a 3 year term of office, with the possibility for renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

## **Time commitment**

The estimated time commitment is 8 hours per month. This will consist of:

- Attending four Board meetings annually. Three of these are held remotely during working hours. The fourth meeting is held in person over two days.
- Attending one annual members day in November (Saturday), one initial Trustee induction day and *ad hoc* training day (up to one per year)
- Ad hoc and occasional support through working groups and / or support to the senior leadership team