

## **Trustee (Council member) Role Description**

**Reporting to:** The Chair

**Liaison with:** Members of Council (trustees), staff, partners, and stakeholders

**Term of office:** 4 years, may be extended for a second term

**Unremunerated:** reasonable expenses may be claimed in accordance with our expenses policy

**Usual hours:** 4 board meetings a year (to be held in person/remotely), AGM, possible sub-committee meetings, discretionary attendance at some evening and fund-raising events and an annual strategy away day.

**Location:** Royal Geographical Society, London and other locations as necessary.

### **Introduction**

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future.

We prepare and take young people on expeditions to remote locations where they face challenges, gain skills and learn about themselves - as well as acquiring knowledge relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

### **Equity, Diversity, and Inclusion at British Exploring Society**

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

### **Our Trustees**

Our trustees play a vital role at British Exploring Society. They have independent control over, and legal responsibility for, our management and administration. Since 1932 we have always relied on the time individuals donate to us, and our trustees are a cornerstone of that culture of professional volunteering.

We want our trustees to enjoy the time they give to us, and to feel motivated and uplifted by the work we do. We do everything we can to involve our trustees in the life of the charity, to visit and get involved in our activities, and to feel the positive impact of their contributions.

Our trustees ensure that we comply with the law, with our Articles, and that we continuously strive to fulfil our charitable purpose. This includes a proactive duty to safeguard and promote the welfare of our beneficiaries and a duty of care to ensure beneficiaries and others the charity comes into contact with do not come to harm.

What we expect of all our Trustees

The cornerstones of good governance at British Exploring Society are financial sustainability and the well-being and safety of the young people we serve.

Our Trustees help support and shape the culture of the charity as well as fostering a culture of openness and trust. This approach ensures that everyone feels able to report concerns in any area of activity.

Protecting people and safeguarding responsibilities are a priority for us. We expect all our trustees to make sure that they uphold the principle that protecting people from harm is a priority and that the policies we have in place are appropriate, and are being followed by all trustees, staff, volunteers, and beneficiaries.

### **Person Specification**

We are looking for qualities and experience likely to include:

- The ability to think strategically and contribute in meetings
- Lived experience working or volunteering in a charity with young people and/or adults
- Experience in any or all of the key areas of governance responsibility and decision making i.e. planning, audit
- Good interpersonal and communication skills
- Understanding of youth development and a belief in the opportunities for positive change that expeditions and outdoor education provide for all young people

### **Key responsibilities of all our trustees include**

#### **Planning**

- Approving our mission and plans
- Reviewing and approving strategy, financial goals and budgets
- Approving and reviewing major policies

#### **Organisation**

- Recruiting, supporting and if necessary, changing the CEO
- Being assured of management succession
- Approving salaries and conditions of service for staff
- Supporting sub-committees
- Auditing Council and plans to improve its performance.

#### **Operations**

- Reviewing results and long-range goals

- Being certain that our financial structure is adequate for current needs and strategy
- Providing open, constructive criticism, advice, comments and support
- Approving major actions like expenditure over authorised limits and major shifts in activity.

#### **Audit**

- Ensuring accountability, particularly where trustees delegate responsibility
  - to staff or volunteers
- Being assured that Council is up to date on the condition of the charity and its operations
- Being assured that reports adequately reflect the nature of services and finances
- Ensure the CEO has appropriate policies to define and identify conflicts of interest and is administering and enforcing them.
- Appointing independent auditors
- Reviewing and assuring compliance with statutory accounting, reporting requirements, relevant laws and standards.

All trustee appointments are subject to a range of checks including receipt of a satisfactory DBS.

#### **What happens next?**

To apply, please email your CV with contact details and a covering letter of no more than 2 sides of A4 explaining your motivation and suitability for the role to [Olivia@britishexploring.org](mailto:Olivia@britishexploring.org).

We welcome other means of application information - for example as a video.

Please type - **Confidential Trustee** - in the Subject line of your email to us.

Your application will be reviewed for shortlisting by the Nominations Committee who will also conduct interviews with shortlisted candidates.

Please do let us know when you apply if you require any accessibility adjustments to the interview process.

If you would like to speak to someone about the role, please contact [Olivia@britishexploring.org](mailto:Olivia@britishexploring.org) and we will make arrangements with you to give you a call.

The closing date and time for receipt of applications is 3pm on 28th January 2022.

Interviews will preferably be in person, most likely at our offices, or may be digitally by Zoom from week commencing 14th February 2022.

If you are not shortlisted, we will contact you by email to let you know.

Thank you for your interest in this role and British Exploring Society. For more information about the work of British Exploring Society visit [www.britishexploring.org](http://www.britishexploring.org)