

Friends of Windmill Gardens

Trustee Role Description

BACKGROUND

Friends of Windmill Gardens (FoWG) is a Charitable Incorporated Organisation (CIO) responsible to its members. Its charitable aims are:

- to advance the education of the public through the preservation, restoration and display of Brixton Windmill;
- to improve Windmill Gardens and ensure its sustainable maintenance as a community park and a sympathetic setting for the windmill; and
- to create a new windmill and activities centre, improve the quality of life for the residents of Lambeth and the neighbourhood through these objects, in the interests of social welfare and recreation.

Our guiding values, to which staff and trustees commit are as follows:

- FoWG is inclusive and encourages diversity
- We provide an enriching and inspiring experience for visitors and volunteers
- We are committed to environmental sustainability and the wellbeing of our local area

We do this by being:

- Rooted in the community
- Friendly, open, cooperative and accountable
- Resilient, reflecting Brixton Windmill's history since 1816
- Creative, pragmatic and supportive
- Ambitious for excellence in everything we do

THE ROLE

1. FoWG Board member

- To govern the organisation through collective decision making. This is a mandatory requirement of every member of the Board.
- To provide expertise and offer specialist advice to the Board, FoWG staff and volunteers.
- To manage a specific aspect or priority for the Board (for example, HR, Risk, Health & Safety, Finance etc)
- To lead on or deliver pieces of work for the organisation linked to area of expertise.

2. Governance

Together the Trustees must fulfil the following five core governance functions:

- Determine Mission, Strategy and Objectives – setting FoWG's direction and determining how it will get there.
- Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
- Look after the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision-making and information sharing processes, positive group dynamics, and reflection, learning and development for the Board as necessary.
- Safeguard Assets - acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation's survival.
- Act as 'boundary-spanner' – linking the organisation to its stakeholders, such as members, the community, funders etc.

3. Conduct (statutory duties)

Trustees must:

- Be active – you cannot be a dormant or ‘sleeping’ Trustee, as you are liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the Board (minuted at a proper meeting).
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out by the organisation
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not delegate control – everything can be delegated except the power of delegation. The Board of Trustees remains responsible and accountable.
- Not benefit personally – unless allowed specifically in the constitution or by law
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

4. Conduct (practical)

Trustees should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time, be present, and stay to the end.
- Participate fully in the meeting by:
 - Listening to what others have to say and keep an open mind.
 - Contributing positively to the discussions.
 - Trying to be concise
 - Adhering to the FoWG values
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned at Board meetings and be prepared to report back on progress at the future meetings
- Undertake and keep refreshed any necessary training and report this to the Trust Secretary.

5. Personal Qualities

Trustees should:

- Have a commitment to the organisation and its aims
- Be able to devote the necessary time and effort
- Possess sound judgement and independence of mind
- Show a willingness to work collectively and collaboratively
- Seek constructive debate and dialogue over confrontation

The standard term is 3 years. Trustees may be re-elected for a subsequent term at the FoWG Annual General Meeting (AGM).