

London Parks & Gardens Trust
Role Description: Board Member

Responsibilities

- 1 To be responsible with other Board Members for the management of the business and control of the Trust as set out in its memorandum and articles of association, having regard to the guidance of the Charity Commission and in accordance with any other appropriate legislative or revenue guidance as advised by the Trust's Treasurer and Company Secretary and the Trust's Secretariat.
- 2 To ensure appropriate accountability and scrutiny of those who have delegated responsibility within the Trust, specifically the Trust Chairman, Vice Chairman, Chairmen of Working Groups, Treasurer and Company Secretary, staff, consultants and key volunteers.
- 3 To ensure appropriate Trust policies are established within the charitable objectives, and work programmes, membership fees and regulations, contracts, appointments, legal matters, purchase or sale of property are scrutinised as appropriate and are reasonable and prudent.
- 4 To promote and represent the Trust as appropriate, including seeking opportunities of contributions to Trust publicaitons.
- 5 To undertake training sessions and Board awaydays as arranged from time to time in order to ensure the on-going effectiveness of the Board.
- 6 To understand the broad operational aspects of the Trust's work in order to effectively contribute to strategic planning of the Trust's work.
- 7 To attend and take an active part in Trust general meetings, specifically the Annual General Meeting and Trust Board meetings.
- 8 To play an active part in one or more of the Trust working groups or other activity areas and to assist as appropriate at major Trust events, including Open Garden Squares Weekend.

Terms of Appointment

- 1 Trust Board Members are elected at the Trust's Annual General Meeting for a term of three years and may be re-appointed by the Board for a further two periods of three years. They may not subsequently be proposed for re-election without a break of a minimum of 12 months, unless in exceptional circumstances as agreed by the Board.
- 2 Board Members are responsible to the membership of the Trust and specifically at general meetings and the Annual General Meeting in particular.
- 3 Board Members are responsible under the relevant legislation and within the guidelines issued by the Charity Commission and Companies House.

Agreed by the Board on 26 January 2017