

Trustee

This role description should be read in conjunction with the Terms of Reference for the Board of Trustees, along with the Trustees Code of Conduct. Trustee roles are subject to meeting Charity Commission eligibility criteria for trustees available [here](#). No individual should stand for election to a trustee position or serve in that position if they do not meet the criteria or have been disqualified. Charity Commission auto-disqualification information is available [here](#).

The Charity Commission provides useful [5 minute guides](#) on what it entails to be a trustee. You can also click [here](#) to access video resources for Charity trustees.

The LI is a registered charity and Trustees are responsible for providing appropriate oversight, governance and leadership to the Landscape Institute (LI) in the pursuit of its strategies to fulfil its chartered body purposes and charitable objectives. The LI carries Professional Indemnity Insurance which covers members of the board in discharge of their duties as trustees.

Main Duties & Responsibilities

Strategy and Performance:

1. Actively contributing to the vision, strategy and plans of the LI;
2. Contribute to the delivery of the agreed plans and strategies of the LI;
3. Holding the CEO to account for the effective management and delivery of the Institute's strategic aims and objectives, as necessary and appropriate;
4. Promote and develop the LI to grow and maintain its public benefit;
5. Safeguarding the reputation of the LI;
6. Create and build close relations between the LI's various constituencies and stakeholder groups;
7. Ensure a fair, inclusive and open process for the recruitment, appointment and monitoring of the work and activities of the CEO;
8. Help to set challenging objectives for improving performance in the LI;
9. Help to create effective brand and communication strategies that include the needs of employees, beneficiaries and other stakeholders;
10. Uphold the LI's values and ensure that they are reflected in the conduct and activities of the LI and those who work for it
11. Monitor and be vigilant regarding the financial sustainability of the LI
12. Ensuring the Institute's financial activities are systematically accounted for, audited and as appropriate, publicly available;
13. Ensuring Internal controls and systems (both financial and non-financial) are audited or reviewed regularly.

Compliance:

1. Ensure that the Institute complies with its governing documents, charity law and any other applicable legislation and regulations

ROLE DESCRIPTION - Trustee

2. Work collaboratively to achieve the purposes of the Institute and to pursue its objects;
3. Ensure the LI provides public benefit and the profession is effectively assessed and regulated for all agreed standards for education, membership entry, practice and professionalism;
4. Ensure the effective and efficient administration of the Institute through the CEO/Management Team;
5. Ensure robust and effective financial controls;
6. Ensure that the board is kept fully informed through timely and relevant reports and information;
7. Identify, assess and monitor risks/opportunities. Adopt appropriate strategies to manage these risks/opportunities;
8. Ensure that those working on behalf of the Institute, including third parties, abide by the standards which the Institute sets and also by the relevant requirements of legislation;
9. Participate in the appointment of the CEO, as appropriate;
10. Promote the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements and good practice;
11. Take appropriate professional advice in all matters where there may be a material risk to the Institute, or where the trustees may be in breach of their duties;
12. Leading by example, in upholding the values of the Institute, and ensuring that the Institute promotes Equity, Diversity & Inclusion for all its stakeholders.

Performance monitoring

Board activities:

1. Uphold the highest standards of integrity and probity, adhering to the Nolan Principles and observing the recommended practice of the Charity Governance Code relating to [Integrity](#);
2. Participate fully in the work of the board and accept the collective responsibility of the board;
3. Attend and possibly chair, committees and ad hoc meetings of the main board as necessary;
4. Participate in a board induction, any training and other evaluation identified as an individual and as part of the board or committee;
5. Maintaining the trustees' commitment to board inclusivity, diversity in its succession management;
6. Accept an individual and board performance appraisal, and attend additional training highlighted as a result of the evaluation process;
7. Maintain confidentiality about all aspects of the trustees' business, bearing in mind the overriding legal obligations placed upon trustees.

Personal Credentials

1. Understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
2. Understanding of and commitment to the Nolan principles
3. Understanding of the duties, responsibilities and liabilities of a member of the LI Board
4. High level of understanding and interest in the issues the Institute seeks to address/represent
5. Understanding of and commitment to the overall aims and objectives of the Landscape Institute
6. Commitment to enhancing and protecting the Institute's reputation, ethos and values

7. Commitment and ability to work effectively and respectfully with others
8. Desire to implement the highest standards of governance
9. Some experience of setting, reviewing and critically analysing reports, budgets and corporate plans
10. Business and financial acumen
11. Some knowledge of charity governance
12. Sufficient time and commitment to fulfil the role.