

## ROLE DESCRIPTION FOR A TRUSTEE OF THE BRITISH DEER SOCIETY

### The duties of a trustee are as follows.

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- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a medium and long-term strategy<sup>1</sup>
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation and ensuring due diligence
- Ensuring that Safeguarding and anti Harassment Protocols are followed and embedded at all levels of the Society
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of all staff (including contractors)
- Work in accordance with the Nolan Principles

In addition to the above **statutory duties**, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### Appointment of Trustees

Trustees are appointed for three years after which they may stand for re-election, be reappointed or replaced.

In accordance with the Charity Governance Code, Trustees should not normally be on the Board for more than 3 terms of Office – 9 years. If there is a requirement for standing as a Trustee in excess of this period there must be a unanimous agreement by the Board with a rationale for such extensions minuted and signed off by the Chairman and Vice Chairman.

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<sup>1</sup> See British Deer Society Strategic Plan 2018-23

The nine year limit as a Trustee does not conflict with a Trustee being appointed / elected as Chair after the standard period as a Trustee. This could capitalise on expertise and experience gained in the nine years to better the aims of the Society.

The Chairman and Vice Chair are elected annually as are the Scottish Council Chair and the England and Wales Chair.

### **Person specification**

- A commitment to the organisation – minimal expectation of 14 days
- A willingness to devote the necessary time and effort – out with the above 3 to 4 hours weekly
- Strategic vision
- Good, independent judgement
- An ability to think creatively and critically
- A willingness to critically and constructively question
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life<sup>2</sup>

### **Person Specification for the post as advertised**

- Experience at managing at Board Level
- Strategic planning
- Fund raising
- Media management

### **Remuneration**

As a Trustee there is no remuneration. Trustees must declare and pecuniary interests at each Board meeting.

Reasonable travel and accommodation costs will be paid. Accommodation should be approved by the General Manager prior to booking.

Travel should be by standard Class or economy or by the cheapest mode of travel – sometimes first class is cheaper than Standard.

Travel by motor vehicle should be avoided where practical and public transport used but when necessary is remunerated at a rate of £0.45 pence per mile.

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<sup>2</sup> See below

### **Strategic Goals 2018-23**

1. To be the lead advocate for deer welfare in the UK.
2. To develop and extend the reach and membership of the Society.
3. To provide funding and coordination for high quality research and promote the findings within Government(s), academia, trade organisations, members, the media and the public.
4. To improve the general education of the public on deer welfare issues through active engagement and access to high quality educational materials.
5. To promote best practice in deer management by developing and delivering high quality deer management training.
6. To establish viable links with partner organisations to develop industry consensus on issues of deer welfare.
7. Ensure adherence to Charity Commission regulations with enhanced due diligence and transparency.

### **Guidance**

#### **The 7 principles of public life – The Nolan Principles**

##### **Published 31 May 1995**

##### 1. Selflessness

Holders of public office should act solely in terms of the public interest.

##### 2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

##### 3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

##### 4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

##### 5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### 6. Honesty

Holders of public office should be truthful.

#### 7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.