

Trustee Role Description

Approved by the Board: January 2025

Review date: January 2027

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 and more details can be found on their website: [Charity trustee: what's involved \(CC3a\) - GOV.UK](#)

No individual can be appointed as a Trustee if they do not meet the criteria or have been disqualified. Charity Commission auto-disqualification information is available: [Automatic disqualification guidance for charities - GOV.UK](#)

The LI is a registered charity, and Trustees are responsible for ensuring the organisation pursues its stated objects defined in the Royal Charter and By-Laws. To do this by 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.

1. Legal duties and responsibilities

The legal duties and responsibilities of a Trustee are set out by the Charity Commission [The essential trustee: what you need to know, what you need to do - GOV.UK](#).

These apply to all Trustees regardless of appointment route to the Board including ex-officio, elected and co-opted. In summary they are:

- Ensure the LI is carrying out its purposes for the public benefit.
- Comply with the LIs governing document (Royal Charter, By-Laws and Regulations) and the law
- Act in the LIs best interests and deal with any conflicts of interest.
- Manage the LIs resources responsibly and implement appropriate financial controls and manage risks.
- Act with reasonable care and skill and take appropriate advice when needed.
- Ensure the LI is accountable.

It is vital to note that Trustees who act in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the charity incurs as a result.

2. Main duties and responsibilities

The following detail how Trustee discharge their legal duties.

Strategy

- Uphold and support the LIs corporate strategy.
- Ensure a vision and corporate strategy is in place and the plan for regular review implemented.
- Actively contribute to the delivery of the agreed plans and strategies of the LI.
- Promote and develop the LI to grow and maintain its public benefit.
- Safeguard the reputation of the LI.
- Ensure close relationships are built and maintained with LI's constituencies and stakeholder groups.
- Ensure an effective brand and communication strategies are in place which incorporate the needs of employees, beneficiaries and other stakeholders.
- 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 or act on its behalf.
- Work collaboratively to achieve the purposes of the Institute and to pursue its objects.

Finance

- Ensure the LI only uses its resources for its charitable objects.
- Ensure and monitor the financial stability of the organisation by:
 - Protecting and managing the property of the charity and ensuring the charity's funds are invested properly.
 - Ensuring robust and effective financial controls in place and implemented.
- Ensure the Institute's financial activities are systematically accounted for and audited.

Governance and Compliance:

- Ensure that the Institute complies with its governing documents (Royal Charter, By-Laws and Regulations), charity law and any other applicable legislation and regulations
- Ensure internal controls and systems (both financial and non-financial) are in place and audited / reviewed regularly.
- Ensure the effective and efficient administration of the organisation with appropriate policies and procedures in place.
- Ensure the LI provides public benefit, and the profession is effectively assessed and regulated for all agreed standards for education, membership, practice and professionalism.
- Identify, assess and monitor risks and adopt appropriate strategies to mitigate risks and maximise opportunities.
- Promote the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements and good practice.
- Abide by and uphold the collective decisions made by the Board.

- 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.
- Leading by example in upholding the values of the Institute, and ensuring that the Institute promotes Equity, Diversity and Inclusion for all its stakeholders.

Leadership

- Adhere to the Trustee code of conduct.
- Understand and commit to the Nolan principles of public life [The Seven Principles of Public Life - GOV.UK](#)
- Champion collaborative working between Trustees, Advisory Council, Volunteers and staff team.
- Hold the CEO to account for the effective management and delivery of the Institute's strategic aims and objectives, as necessary and appropriate.
- 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.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO and participate in the appointment of the CEO, as required.
- Participate in Board Committees in line with skills and expertise.

Performance monitoring

- Ensure that the Board is kept fully informed through timely and relevant reports and information.
- Set objectives for improving and monitoring performance in the LI.
- Participate fully in the work of the Board and accept the collective responsibility of the Board.
- Attend and possibly chair, committees and ad hoc meetings of the Board as required.
- Accept an individual and board performance appraisal, and attend additional training highlighted as a result of the evaluation process.
- Maintain confidentiality about all aspects of the trustees' business and the overriding legal obligations placed upon trustees.
- Ensure a conflicts of interest policy is in place and any potential conflicts managed appropriately.

3. Person specification

As well as the statutory duties above, each trustee should use their specific skills, knowledge and experience to help the Board reach collaborative conclusions and make sound decisions.

Individually Trustees are required to:

- Understand and accept the legal duties, liabilities and responsibilities of Trustees
- Have a high level of understanding and interest in the issues the Institute seeks to address/represent

- Understand and are committed to the aims and objectives of the Landscape Institute
- Commit to enhancing and protecting the Institute's reputation, ethos and values
- Commit to and have the ability to work effectively and respectfully with others
- Commit to the implementation of the highest standards of governance and observing the recommended practice of the Charity Governance Code
- Understand and are able to commit sufficient time and commitment to fulfil the role.
This may involve:
 - Attending meetings and events
 - Reviewing Board papers
 - Leading discussions
 - Participate in a board induction, any training and other evaluation identified.
 - Participate in / Chair Committees or working groups as required.

Essential skills and expertise

- Knowledge of charity / corporate governance
- Business and financial acumen
- Experience of setting, reviewing and critically analysing reports, budgets and corporate plans.
- Meet any specific skills and expertise set out by the Board for each vacancy as it arises.

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.