



The Cornwall National Landscape Trust – Charitable Incorporated Organisation (CIO) is looking to appoint a chairperson to support the Trustees of the charity.

The role of Chairperson is extremely important as this person will continue to drive the development of the Cornwall National Landscape Trust, whose objects are;

‘To promote the conservation, protection and enhancement of the physical and natural environment including, but not limited to, agriculture, forestry, other rural industries and the sustainable economic and social wellbeing of local communities as contained within the current or any future legal designation of the Cornwall Area of Outstanding Natural Beauty’.

About the role

The role of trustee will involve guiding the CIO through the development of commercial opportunities to generate income to support long term investment and ultimately provide the Cornwall National Landscape team with an independent future and access to funds currently unavailable to the Cornwall National Landscape as a public body.

Each trustee will provide their personal expertise, be it from senior management and leadership, financial management, small business development, environmental/landscape management or a marketing and communications background as these are all complimentary skills we feel would be suited to setting up and managing the CIO effectively and efficiently.

Working closely with the Cornwall National Landscape team the CIO will be the conduit for developing future commercial opportunities to provide financial stability and generate opportunities to support the work of the Cornwall National Landscape team.

The Person

As a Trustee the commitment and energy you display will make a difference to the CIO, you may already be a trustee with other organisations but if not the Charity Commission produce a very useful guide called ‘The Essential Trustee – What You Need to Know’ see www.charitycommission.gov.uk/publications/cc3.asp

It is likely that you will have held a senior position within either the private, public or voluntary sector and you now have some time available to commit to the



development of the CIO. Ideally with entrepreneurial flair and a good understanding of Cornwall and its wider cultural background, you'll be working with a team of like-minded individuals, the trustees will steer the CIO and help to plan the strategic future of the CIO and its work. We want you to get as much out of this experience as you are prepared to put in to support the CIO in the delivery of its objectives.

Key trustees' duties include:

- To ensure that the organisation complies with its governing document and any other relevant legislation or regulations
- To ensure the organisation pursues its objectives as defined in its constitution
- To ensure the organisation applies its resources exclusively for the pursuance of its objectives i.e. the organisation must not spend money on activities which are not included in its own objectives no matter how worthwhile or charitable those activities may be
- To actively contribute to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- Managing conflicts of interest - a trustee must act with integrity and must disclose any conflict of interest to the CIO
- Not accepting personal benefits - a trustee cannot accept or direct any benefit from being a trustee unless it is authorised by the CIO governing document or by the Charity Commission
- Safeguarding the assets - this means ensuring that money is invested prudently
- Acting with care - using specialists and advisers as and when required
- Acting collectively - trustees must be responsible for the actions of the organisation and other trustees
- Ensure the effective and efficient administration of the organisation
- To abide by the relevant equal opportunity legislation



- To ensure the organisation is properly insured against all reasonable liabilities
- In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise
- To attend meetings and to read papers in advance of meetings
- To attend sub-committee meetings as appropriate
- To participate in other tasks as arise from time to time, such as interviewing new staff, help with fundraising
- To keep informed about the activities of the organisation and wider issues which affect its work

Trustee Person Specification

Each trustee must have:

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team

About the Board

The Board of Trustees collectively will require skills, understanding and/or experience in the following areas:



- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- Conservation and protection of the physical and natural environment and the importance of the AONB designation
- Legal matters
- Fundraising
- Knowledge of employment legislation
- Public relations
- Marketing
- Computers and information technology
- Education and learning

The Trustee board will seek to maintain a membership that has a wide-ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision making roles.

Remuneration and Commitment

This is a voluntary role. Being a trustee can be hard work and for the most part it is unpaid. The trustees have the ultimate responsibility of running the Charitable Incorporated Organisation, for its property, finances and when and if necessary the employment of any staff or volunteers.

It is envisaged that the role of trustee will require a greater commitment in the initial stages of establishing the CIO but thereafter two days per month should be a sufficient time commitment. Whilst the role of trustee is un-remunerated, reasonable travel expenses will be paid at the current local government rate or standard rail fares for journeys outside Cornwall.