

Plunkett Foundation

Trustee Job Description

Introduction

Plunkett Foundation is a national charity founded in 1919 with a vision for '*resilient, thriving and inclusive rural communities*'. Today, Plunkett aims to help rural communities UK-wide to tackle the issues they face, through promoting and supporting community business. Community businesses are enterprises that are owned and run democratically by members of the community and others, on behalf of the community. Such businesses come in many forms, including shops, pubs, woodlands and anything which lends itself to community ownership. Plunkett's role is to advocate and champion the concept of rural community business to ensure communities throughout the UK are aware of the model and its potential; feel empowered to take action themselves; and operate in a supportive environment. Plunkett provides practical advice, support and training to help rural communities establish and run successful community businesses with long term survival rates.

Overview

Plunkett is a membership body, with members drawn from a wide range of interests – community businesses, partner organisations and individual supporters. Trustees are elected by the membership. The Board of Trustees is responsible for the overall governance and strategic direction of the Foundation, developing the organisation's aims, objectives and goals in accordance with the governing documents, legal and regulatory requirements.

The Board is accountable legally to its members and its regulatory body, the Charity Commission and generally accountable to a range of stakeholders, including funders and other beneficiaries.

Statutory duties and responsibilities

The Board of Trustees has a number of statutory duties and responsibilities. For more details see the attached appendix on 'Roles and Responsibilities'.

As a Trustee

You would be expected to:

- Support and espouse the Plunkett ethos.
- Be committed to the well-being of the organisation and its stakeholders.
- Promote the organisation externally, where possible and as appropriate.
- Abide by the Governance Code and all relevant legislation and regulations.
- Understand and undertake the legal duties, responsibilities and liabilities of trusteeship.
- Be able and willing to devote the necessary time and effort, including attending Board meetings, AGM, etc.
- Work as part of a team in a constructive, collective and collaborative manner.

- Bring your skills/attributes to bear in support of the Chair and other trustees, senior management and the organisation.
- Exercise independent judgement.
- Support senior management at strategic and overarching level.
- Be willing to be open and challenge other Board members and (senior) management in a constructive way.
- Be willing to be challenged.
- Be open to others' ideas.
- Display conduct that is fitting to the role and shows respect to others.
- Meet agreed performance standards. Trustees would be expected to step down if they consistently failed to meet those standards
- Attend Board meetings. Missing more than 3 meetings without good reason in any one year will lead to automatic dismissal.
- Report any actual or potential conflicts of interest.
- Demonstrate the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Meetings, term of office, remuneration

The Board of Trustees meets approximately 5 times a year. Meetings are generally held in London and last around 3 - 4 hours. The exception is the October meeting, which is normally held in Woodstock and combines a Board meeting with meeting staff and strategic planning and governance matters. In addition, the AGM normally takes place in July.

Plunkett Trustees are elected for an initial term of 3 years and, by rotation, are required to stand for re-election every 3 years. Trustees serve for a maximum term of 9 years.

Trustees do not receive any remuneration or other pecuniary benefit, but are reimbursed for travel and out-of-pocket expenses.