

March 2010

Dear Friend

Information about being a trustee of Friends of the Peak District and Campaign to Protect Rural England South Yorkshire

Thank you for your interest in our vacancies for trustees. I hope you will be interested in joining us. This application pack contains:

- Information about Friends of the Peak District and CPRE South Yorkshire
- A role description and person specification for the role of trustee
- An equal opportunities monitoring form
- An Annual Review
- An organisation chart

An electronic version of this information can be downloaded from our websites - www.friendsofthepeak.org.uk and www.cprepeakandsyorks.org.uk, where more information is available about our work. An updated version of the latter site will be launched in the summer.

Our trustees are responsible for the good governance of the charity. This is a voluntary role and we are very grateful for all the work trustees do to help the charity achieve its objectives. It's important that you have chance to get to know the charity a bit before committing to this role, and that the existing trustees and senior staff get chance to talk over with you whether you have the skills and expertise needed for this demanding yet rewarding role.

If you would like to join our trustee board, please send us a CV and a short letter telling us why you'd like to get involved and what you think you can offer. We'll then be in touch to arrange a convenient time for you to meet with staff and current trustees. This will be an opportunity for us to find out more about each other. Then, if we all think it would be appropriate, you'll get the chance to attend a board meeting (13th April or 8th June).

If you need any more information, please feel free to contact me. I hope you will consider applying for this role.

Yours sincerely,



Carol Robinson

Chief Executive

carol@cprepeakandsyorks.org.uk

ABOUT FRIENDS OF THE PEAK DISTRICT & CAMPAIGN TO PROTECT RURAL ENGLAND SOUTH YORKSHIRE

Friends of the Peak District and CPRE South Yorkshire are part of the Peak District and South Yorkshire Branch of the Campaign to Protect Rural England, which is a registered charity (number 1094975) and a registered company (number 4496754).

We work to protect and enhance the countryside of South Yorkshire and the Peak District. We work with local action groups, other environmental charities and on our own to campaign to prevent a wide range of threats, from climate change to inappropriate development. We also encourage positive action, such as the undergrounding of overhead power lines, the development of renewable energy from hydro sources and support for rural livelihoods. We are a registered charity, established in 1924, with a staff team of 7 and more than 70 volunteers. We have a long history of championing the countryside of the Peak District, North East Derbyshire, the High Peak and South Yorkshire.

We have a strategic plan which is guiding our work between 2008 and 2013 and informs our Annual Plans. The trustees are involved in setting the strategic direction of the organisation and monitoring progress towards our objectives. Our plans for this year include providing local communities with advice and training on the Planning system, encouraging the development of hydro power in the peak district (using the findings of our research project on the potential for hydro power) and tackling the damage caused by illegal offroading. We're also campaigning for an extension to the Doncaster Green Belt, and running our conservation programme again, aimed at getting volunteers out to do practical work in the countryside.

Our income comes in part from fundraising activities, and also from our investments, which we are gradually spending. To date we have focussed on fundraising activities under the brand of 'Friends of the Peak District'. We now need to develop our fundraising profile as 'CPRE South Yorkshire'. The target for fundraised income for 2010 is £113,000. This needs to increase to £267,488 by 2013.

We are an independent charity but members of Campaign to Protect Rural England at a national level. Through our role as the recognised National Park Society we are also members of the Campaign for National Parks.

Our vision is of a living, working countryside, which changes with time but remains beautiful forever.

ROLE DESCRIPTION

Summary

The role of the board of trustees is to determine the overall direction of the charity, provide leadership and uphold public confidence in the charity. Trustees work together to ensure these responsibilities are met.

Key Duties

The duties of a Trustee (from the National Council for Voluntary Organisation's *The Good Trustee Guide*) are:

- to ensure that the charity complies with its constitution, charity law, company law and any other relevant legislation or regulations
- to ensure that the charity pursues its objectives as defined in its governing document.
- to ensure that the charity applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- to contribute actively to the role of the Board of Trustees 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 charity
- to ensure the effective and efficient administration of the charity
- to ensure the financial stability of the charity
- to protect and manage the property of the charity and to ensure proper investment of the charity's funds
- to appoint the Chief Executive and other staff and to monitor their performance
- In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board to reach sound decisions. This will involve scrutinizing 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 charity's work in which the Trustee has special expertise.

Time Commitment

The trustee board meets six times a year, usually on a Tuesday evening between 6pm and 8pm at our offices in the west of Sheffield. Trustees are expected to attend these meetings, as well as our Annual General Meeting, and get involved in other ways as appropriate and if they have time. This might include getting involved in a particular area of the charity's campaigning work, fundraising or development.

Trustees are appointed at our Annual General Meeting, usually held in June, and serve for a maximum of five years, with re-nomination each year. We have the facility to co-opt upto three trustees at any time.

Support

Support is available from the chair of trustees and other officers (the vice chair and treasurer) and from the Chief Executive. Useful information is available on the Charity Commission website <http://www.charity-commission.gov.uk/> and from the National Council for Voluntary Organisations <http://www.ncvo-vol.org.uk/governanceandleadership>. We recommend that all prospective trustees read the Charity Commission publication CC3 - The Essential Trustee. We are willing to provide

opportunities for training and other personal development relevant to this role within the resource constraints.

Expenses

This is an unpaid post but travel expenses can be reimbursed.

PERSON SPECIFICATION

Essential

- You have a commitment and passion for our work and a love of the countryside. You are enthusiastic about and committed to protecting and enhancing the countryside and engaging people with their local landscapes.
- You are committed to the role of the voluntary sector in providing public benefit.

Specialist skills

- You have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- You have skills or experience in one of the following areas that relate to our work:
 - Setting targets, monitoring and evaluating performance in non-profit organisations
 - Financial management
 - Fundraising
 - Legal matters
 - Human Resources
 - Marketing and Communications
 - Our campaign areas: the land use planning system, transport, minerals issues, farming and land management, rural livelihoods, community engagement, climate change
- You can think strategically and contribute towards the development of a clear strategic vision

Communication and Interpersonal skills

- You work effectively as a member of the team, and as part of a meeting.

Working Style and Attitude

- You adhere to the Nolan Committee principles for those in public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership
- You are willing to devote the necessary time and effort to the role of trustee and can prepare well for board meetings
- You have good independent judgment and the ability to think creatively

Note

It is a legal requirement that trustees of Friends of the Peak District and CPRE South Yorkshire are over the age of 18 and are not disqualified by law from being a trustee (for example as a result of unspent convictions for offences involving deception or dishonesty, by being an undischarged bankrupt or by being disqualified from being a company director). If you need more information, please contact the Chief Executive.

Organisational Structure

