

Trustee Role Description

The Heritage Alliance has a Board of not less than 5 and not more than 12 trustees. The Chairman currently is Loyd Grossman, who comes to the end of his term of office in December 2018. The Trustees and Chairman are also Directors of the Company.

The role of the Board of Trustees is to ensure that The Heritage Alliance has a clear vision and strategy. Trustees therefore:

- Shape strategy
- Inspire effective advocacy
- Improve The Heritage Alliance's performance
- Ensure accountability

The Board meets four times a year with an AGM in December. The focus of the Board work is on giving the Chief Executive and secretariat clear direction and on monitoring delivery of the strategic plan. The maximum term of office for Trustees is two terms of three years. Three terms are allowable in exceptional circumstances. Trustees are unpaid but expenses are payable.

Trustees must support and promote the Alliance's vision and objectives. We wish to see a society which:

- Recognises the contemporary role of its heritage;
- Values its significant contribution to current social, education, environmental; and economic needs;
- Supports the voluntary and independent sector in delivering this.

Qualities and experience required

The Board overall should have all the attributes needed to fulfil its role and responsibilities. Within that, we wish to see a mix of skills and experience on the Board. In particular, we are looking for the following qualities and experience:

Qualities

- An understanding of, a commitment to, and an enthusiasm for The Heritage Alliance, its purpose and its work
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- A commitment to act solely in the best interests of The Heritage Alliance, and of the wider public, without regard to personal interest or benefit
- Strategic vision and the ability to focus on practical issues
- Readiness to take and be accountable for decisions
- Lively awareness of how the world is changing politically, economically and socially

- The necessary time to be an effective trustee
- A good team player
- Able to take on an ambassadorial role for The Heritage Alliance
- No significant or potential conflicts of interest.

Experience

- Awareness of the aims and purposes of the The Heritage Alliance and its strategic aims
- Experience of leadership and board level decision making
- Experience of organisations with many stakeholders
- Experience of wider financial issues and specific skills in audit and risk management and in making senior appointments.
- A broad experience of good governance in business, the public sector or not-for-profit organisations and an understanding of the governance of charities and the duties and responsibilities of trustees.

Knowledge and skills

The Board as a whole should encompass knowledge of the following areas:

Essential

- Knowledge and understanding of the work and needs of the sector, where the sector covers a range of areas (among them archaeology, historic buildings, landscapes, places of worship, transport, museums).
- Knowledge of professional issues currently facing the sector, from funding and regulation through to education, access, and volunteering.
- Appreciation of the role of external engagement in public affairs and advocacy, including direct work with government and politicians at national and local levels, working with the media, and working with other organisations that share our vision and values.
- Awareness and experience of leadership and management issues within a sector such as heritage, in particular how they relate to the work of independent charities (for example, governance, financial management, human resources and fundraising).
- We are particularly interested in hearing from trustees who have ideas about promoting greater resilience for the charity, and developing new income streams
- For the post of Treasurer: qualified accountant with proven ability to manage the finances of a small charity such as The Heritage Alliance.

Desirable

- Experience of change management within a small, dynamic charity
- Experience of strategic use of IT
- Knowledge of legal issues facing independent charities
- Marketing and communications