

Role Description for Trustee of Manx Wildlife Trust

1. Role Purpose

Manx Wildlife Trust (MWT) Trustees are the people who work together to ensure that we fulfil our duty to deliver our charitable activities and deliver on our vision of **“the Isle of Man’s land and waters rich in wildlife, where nature matters to all”** and our mission, **“to protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature”**.

MWT Trustees are effectively guardians of us as a charity, steering our direction and overseeing the work of our Chief Executive Officer and staff team. Our Trustees come together regularly (four times per year) at Council meetings to discuss, and agree issues of strategic importance and ensure the charity is being run effectively and is compliant with Isle of Man charity law.

In common with many registered charities, MWT's name is technically misleading, because it is not a trust, it is in fact a company limited by guarantee incorporated under the Isle of Man Companies Act 1931. Its board of directors is known as the "council" and its directors are known as the "trustees" but they are not trustees in the legal sense of the word, they are directors.

2. Role Responsibilities

The formal duties of a Trustee are as follows:

- Ensuring that MWT pursues its stated objectives (purposes), as defined in its Memorandum and Articles of Association, by developing and agreeing a long-term strategy
- Ensuring that MWT complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensuring that MWT applies its resources exclusively in pursuance of its charitable objects for the benefit of Manx nature and the wider Island environment.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of MWT.
- Ensuring effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring the financial stability of MWT.

- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of MWT's Chief Executive Officer.
- Determining the membership categories, forms of membership, fees and benefits.
- Ensuring the appointment of a Chair, Vice Chair, Treasurer, Secretary, and additional members of the Council
- Ensuring any committees are effective and have delegated powers.

In addition to the listed statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help our Council of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, participating in task & finish groups, providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise.

Trustees are expected to act as ambassadors for MWT, making, and strengthening our connections within the networks in which we operate and representing us as and when appropriate.

Full training will be provided to enable the successful candidate to fulfil his/her role as an MWT Trustee.

3. Role Commitment

- **Council Meeting Attendance:**

Trustees must attend and actively participate in MWT Council meetings. There are a minimum of four meetings per year, held quarterly, and Trustees are expected to attend a minimum of three meetings each year. Attendance remotely is acceptable via an on-line platform that MWT will facilitate, but at least one meeting each year should ideally be attended in person at the MWT's Peel headquarters. There is an additional AGM each summer, which Trustees are encouraged to attend.

- **Time Commitment:**

Trustees will need to be able to commit sufficient time to carry out the formal duties listed and attend meetings. The minimum commitment is expected to be 2 hours per meeting (minimum of 4 meetings per year); plus, time to prepare for those meetings by reading the papers prepared for Council. Trustees are encouraged to participate in one or more committees and/or task and finish groups that are appointed by the Council from time to time, either for ongoing tasks or for special projects that require Trustee input. This is a great opportunity to put specialist Trustee skills to good use.

- **Duration of Role:**

MWT Trustees commit to serve for a period of three years on Council. There are options for re-election after that time, for a maximum of 9 years and the full conditions are outlined on our governing documents.

- **Expenses:**

The post is unpaid, however, Trustees are able to claim expenses necessary for them to join MWT Council Meetings (should they wish to). Any expenses must be agreed in advance with the Chair of Council.

4. Person Specification

A MWT Trustee must have:

- Commitment to the organisation, our vision, mission, values, and beliefs.
- Willingness to devote the necessary time and effort to attend and participate in meetings.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind and ask questions.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship (training can be provided).
- Ability to work effectively as a member of a team.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (training provided).

In addition, before confirming appointment to the MWT Council, all potential MWT Trustees must:

- Be a member of MWT
- Show they have not been disqualified from acting as a Trustee.
- Declare conflicts of interest.
- Declare they are Fit and Proper to serve.
- Potentially seek appropriate checks from Disclosure and Barring Service (if they are likely to come into contact with children and vulnerable people).

5. Equality, Diversity & Inclusion

Manx Wildlife Trust, like all The Wildlife Trusts, is **wild about inclusion**, for us this means our people truly valuing the principles of equality, diversity & inclusion to bring about a stronger Wildlife Trust movement. It underpins our belief that '**everyone** should have the opportunity to experience the joy of wildlife in their daily lives.'

We aim to better recognise and reduce inequalities in accessing and engaging with wildlife and bring diverse communities closer to nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and access to careers, training and volunteering opportunities need to be significantly improved.

Our vision for equality, diversity and inclusion is that:

- More people, from all parts of society, are engaged in our movement and are closer to nature as a result of us becoming more reflective of and meaningful to our communities, and
- Our people are 'wild about inclusion' and embrace increasing the diversity of our staff, Trustees and members as crucial to our success in bringing about nature recovery.

We openly acknowledge that our current Board of Trustees is not as diverse as we would like it to be. We want our Trustees to better reflect the communities in which work and are committed to creating a board which is more inclusive of diverse identities, backgrounds, skills and experience.

Whilst we would encourage anyone who is interested to consider becoming a Trustee to apply, we particularly encourage applications from those who are currently underrepresented on our board, including (but not limited to) women, people from minority ethnic backgrounds, people with disabilities and those under 25 or even under 35 years old. We are committed to providing the right support to enable support every Trustee on our board to fulfil their role and have a rewarding experience as a Trustee.