

Trustee position brief

CPRE Buckinghamshire is an environmental charity dedicated to protecting the local countryside. We are recruiting for a new trustee with the skills and expertise to help us boost our reach as we work to protect, promote and enhance our towns and countryside, making them better places to live, work and enjoy.

We operate in the area administered by Buckinghamshire County Council, including the four district councils of Aylesbury Vale, Chiltern, South Bucks and Wycombe - and by Milton Keynes Council. The Buckinghamshire Branch of the Campaign to Protect Rural England is an incorporated charity number 211266.

Becoming a CPRE Buckinghamshire Trustee is an excellent opportunity to play a significant role in a local membership organisation that is part of a large and respected national environmental charity. Your time, management skills and experience will have a real impact and you'll be part of a friendly and committed group of people working on issues that affect everyone who lives in Buckinghamshire.

What we need from you

- A commitment to CPRE's goals
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to your duty as a Trustee
- Strategic thinking and ability to see the big picture
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind and participate fully in meetings
- Good computer literacy is a plus - using e-mail and the internet is essential

Our Board needs experience in specific areas to ensure good governance. While it is not expected that Trustees will have skills in all the areas listed below, we would greatly benefit from Trustees who can bring some of this experience. In addition to a strong interest in and love of the countryside, Trustees should have skills and/or experience in some of the following areas:

Campaigning & Communications

- identifying campaign goals and tactics
- engaging with local and national influencers
- writing press releases and policy statements
- managing social media

Organisational development

- organisational/project planning
- volunteer management and recruitment
- training/performance and quality standards

Fundraising

- trust applications
- corporate sponsorship
- donor targeting
- legacies
- organising events

Finance/Administration

- charity and/or general law
- financial management
- investments
- property management
- personnel management
- business planning
- performance evaluation
- information technology

Contacts with influencers in

- business
- media
- national or local government

Policy Issues

- food and farming
- litter and waste management
- energy
- planning policy
- hedgerows
- light pollution
- transportation and infrastructure

As a Charity Trustee, you will also be

- contributing actively to the role of the Executive Committee in giving strategic direction to CPRE Buckinghamshire, setting overall policy, defining goals and evaluating performance against agreed targets
- ensuring that CPRE Buckinghamshire complies with its constitution, charity law, company law and any other relevant legislation or regulations
- safeguarding our good name and values
- ensuring our effective and efficient administration
- ensuring our financial stability
- protecting and managing our property and ensuring proper investment of our funds
- appointing staff and volunteers and monitoring their performance
- an advocate for the CPRE at all times - encouraging people to join, communicating our successes, engaging interested parties and talking about our work.

In addition to their statutory duties, Trustees often get involved in other activities and responsibilities according to their specific interests, knowledge, experience and time.

Time Commitment

As a guide, we anticipate your work as a Trustee will take 1-2 hours per week. You will be expected to attend five meetings per year (four board meetings and an AGM). In accordance with our constitution, Trustees have the option to serve for up to five years.

If you are a member of a working group or sub-committee, you may be invited to attend two to three additional meetings. Trustees can also be invited to participate in special events throughout the year, such as town planning workshops, promotional appearances and CPRE's National Conference.

You will be home-based, with the option of occasionally working from our branch office, hosted by Community Impact Bucks in Monks Risborough. The time commitment each week is flexible, and you can work around your other commitments. Board meetings are generally held at our branch office in Monks Risborough.

What's in it for you?

CPRE volunteers are motivated to help for a range of reasons, but they all have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.

Many people are concerned about the countryside being targeted for development, which creates a growing threat to high-quality open space and farmland. They are equally committed to supporting vibrant rural communities, with access to sustainable housing and transport. Volunteering as a CPRE Trustee will give you a chance to do something about these issues and to help protect the countryside for generations to come.

Benefits include

- A great opportunity to use your existing experience and to develop new skills
- Working with others to make a difference both locally and nationally
- The potential to meet and discuss issues with a wide range of like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops
- An invitation to attend a CPRE Induction Day at the national office in London. You will learn about the history and structure of CPRE, the role of National Office and how we operate (including communications, fundraising, membership and development), key areas of our campaigning work, and the resources available to branches. This day is a great way to get a few ideas for your work at the grassroots of CPRE and to meet people from other branches.

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy.

If you would like further information about becoming a Trustee or an opportunity to speak with one of our Trustees about their experience, please contact Janet Allen, branch manager, at janet@cprebucks.org.uk or by phone on 01844 348829.