



Trustee of the Board of Raleigh International Trust (Raleigh)¹

Today more people than ever before are working together to create sustainable change around the world. Despite this, there is much more work to be done.

Raleigh International connects communities wanting to improve their lives and their environment with passionate people from around the world who want to take positive action.

We believe that when local communities and young people work side by side to create positive change, it empowers them. And it's the energy and motivation of empowered people that creates lasting change.

Raleigh International is a sustainable development charity. We focus on working for and with youth to inspire and make positive change in three areas: providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods.

Our way of working to achieve impact in all of these areas is by engaging young volunteers from around the world through two delivery programmes: Raleigh Expedition and International Citizen Service (ICS), a UK government-funded development programme that brings together young people from all backgrounds to fight poverty around the world.

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Malaysian Borneo, Costa Rica, Nicaragua, Nepal and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 40,000 people committed to building a sustainable future

Role Description

Trustees of Raleigh International have been appointed to the Board because of a wish to support the work of Raleigh and because their knowledge, experience and networks can support the senior management team at a high level.

Raleigh is a registered charity and a company limited by guarantee. Board members are trustees of the charity and directors of the company. A body of law supervised by the Charity Commission regulates the operation of the charity, and company law affects the activities of the company.

¹ Raleigh International Trust is a registered charity no. 1047653 (England and Wales) and no. SCO40023 (Scotland) and a company limited by guarantee registration no. 3059479

The duty of a trustee is to participate with others in the effective governance and support of Raleigh. Trustees operate at a high level to support the chief executive (CEO) to whom they have delegated authority to run the charity, and the senior management team (SMT), without getting too involved in operational detail. This will require active involvement in the following tasks:

General

- Ensure that Raleigh fulfils its Objects.
- Ensure that Raleigh complies with the requirements set out in the Memorandum and Articles of Association and meets the requirements of all relevant legislation.
- Maintain an understanding of participants, their issues and needs, and apply this understanding in guiding Raleigh's work
- Provide guidance to the Chief Executive as required.
- Monitor the performance of the Chief Executive and his / her team and ensure accountability to members
- Approve remuneration proposals for senior management
- Provide oversight of the Risk Management process, including the effective identification and management of strategic and operational risks relevant to the organisation as based on the Risk Register created and maintained by the senior staff.
- Attend meetings regularly, prepare for and contribute appropriately and effectively.
- To use any specific personal knowledge and expertise to help the CEO and senior management when requested.

Strategy, Policy and Planning

- To support development of, and approve, the overall strategic direction of the organisation, including supporting the CEO in the development of the organisational strategy which is approved by the Board
- Demonstrate a healthy understanding of risk, including opportunities and threats, and assess whether the strategy and planning are reasonable in relation to the risks involved
- Support the understanding and identification of the market positioning
- Make introductions for Raleigh senior management to individuals, networks and organisations who could support the furtherance of Raleigh's work
- Consider and approve overall policies covering all aspects of Raleigh's work.
- Ensure that appropriate systems are in place for evaluating and reviewing performance against targets.

Finance

- Ensure that the organisation applies its resources exclusively to 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).
- Ensure there are adequate systems for financial planning, budgeting, recording of income and expenditure, reporting and financial management, including investment and capital expenditure.
- Help and support fundraisers to achieve their targets
- Review and approve Raleigh's long term financial strategy.
- Review and approve annual budgets covering revenue and capital income and expenditure.

- Receive regular management accounts covering all aspects of Raleigh's financial affairs and monitor the performance indicators against budget and support the Chief Executive in agreed action required to meet budget targets.

Personnel

- Assist with the appointment of the Chief Executive and the review of the post-holder's performance.
- Assist with the recruitment of new trustees and ensure that the trustee body has the appropriate skills, knowledge, structure, responsibilities and composition to fulfil its purpose.
- Approve Raleigh's human resources policies.
- Ensure grievance and disciplinary procedures are in place.
- Take part in reviewing board effectiveness and helping conduct 360 appraisals of the CEO and/or senior managers

Each trustee should have:

- A genuine and strong commitment to Raleigh International
- An understanding of the core values, beliefs and objectives of the organisation
- A willingness to devote the necessary time and effort to being a trustee
- Integrity, sound judgement and a willingness to speak their mind in a constructive manner
- An understanding of the legal duties, responsibilities and liabilities of trusteeship of a charity
- Experience at a senior level of a relevant sector to the work of Raleigh e.g. government, education and youth, international and sustainable development, environment or conservation
- Experience of operating at a senior (preferably Board) level
- Willingness to engage externally as an advocate on behalf of Raleigh
- A network of contacts that they would be happy to engage with in order to support the achievement of Raleigh's strategic objectives

Register of interests

Trustees have a legal duty to avoid conflicts between their personal interests and those of Raleigh. In addition, it is important for public confidence that charities are seen to operate to the highest standards of integrity and honesty.

With this in mind Raleigh has adopted a policy which requires each trustee to disclose any actual or potential conflicts of which they are aware. When appointed, trustees are asked to complete and sign a Declaration of Interests. Such Declaration is updated annually.

Representation

Trustees may be asked to represent Raleigh to members and externally to a variety of bodies. To that end, trustees have a responsibility to be well informed of the activities of the organisation and to safeguard the good name and values of the organisation.

Time Commitment for all Trustees

There are four afternoon Board meetings per year (fixed a long way in advance) and one Awayday annually. Trustees are encouraged to attend Raleigh training activities in the UK

before visiting field offices (if in one of our countries on business or vacation) and/or accompany a field visit as required. Trustees may also be asked on occasion to be present at fundraising events.

Board meetings take place in London. There is a Finance/Audit Committee (which meets 4 times a year) and a Remuneration Committee (meets annually), representation on which is requested of Trustees who have the relevant skills and time to support these extra meetings. Other sub-committees are convened from time to time and meetings with individual trustees and senior managers are expected around specific areas of work or strategy.

It is anticipated that the role of Trustee of Raleigh should take the equivalent of one/two days per month.

Appointment is for a term of three years with the potential appointment for one further term by mutual agreement.

This role attracts no remuneration although reasonable expenses to attend meetings or carry out the duties of a Trustee will be reimbursed on the presentation of the appropriate receipts.