

## Trustee Role Description

Salary	Unpaid
Hours	Four meetings per year held locally
Location	Hythe, Kent

Formed in 2015, Hythe Triangle Community Garden (The Charity) owns and is responsible for the Grade II listed former animal pound located at the junction of St Leonards Road and Albert Road in Hythe, Kent. Following a successful fund raising campaign, the land was purchased by the charity. The Charity trustees have identified the need to recruit new trustees to support the charity's charitable purposes.

### **Our charitable purposes are:**

1. To promote the conservation and protection of the Grade II listed former animal pound in Hythe Kent; and
2. To provide facilities for recreation or other leisure time occupation by providing an area for use as a community garden and other activities for individuals in Hythe and the surrounds who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants

### **The duties of a trustee board member are to:**

- ensure that HTCG complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure that HTCG pursues its objects as defined in its governing document
- ensure HTCG applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to HTCG, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of HTCG
- ensure the financial stability of HTCG

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

### **Minimum Time Commitment & Location**

Due to the nature of the project, we are looking to build a team of skilled individuals who are available locally throughout the year. Therefore, the ideal candidates will reside in or near to Hythe, Kent. We expect to hold trustee meetings quarterly.

### **Skills Required**

We need trustees with a broad range of skills and experience including Fundraising, Leadership, Project Management, Accounting, Horticultural / Landscaping and or Construction and Listed Building Planning. This list is not exhaustive and we welcome applicants who can demonstrate other skills that might be beneficial to the Charity.