

Role of a Plant Heritage Trustee

Trustees are the governing body of Plant Heritage. This means they are company directors and charity Trustees. The duties of Trustees are summarised in Charity Commission guidance which can be found at www.charitycommission.gov.uk.

In summary, the role of a Plant Heritage Trustee is as follows:-

- To formulate and review regularly Plant Heritage's vision, values and long-term strategy as well as policies for their fulfilment
- To hold themselves accountable to Plant Heritage's stakeholders for the Board's decisions, the performance of the Board and the performance of Plant Heritage
- To set and agree targets and evaluate performance against them
- To oversee the management of Plant Heritage and its assets in the interests of current, potential and future beneficiaries
- To ensure that Plant Heritage complies with its governing document (ie its memorandum and articles of association) charity law, company law and other relevant legislation or regulations
- To exercise financial controls in order to ensure the financial stability of Plant Heritage
- To understand and accept the legal duties, responsibilities and liabilities of Trusteeship
- To safeguard Plant Heritage's good name/reputation and assets and ensure the proper investment of Plant Heritage's funds
- To attend Board meetings, scrutinize Board papers, challenge management on their content, contribute to the Board discussion, focus on key issues and accept collegiate decisions
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the charities employees
- Setting and confirming delegation of authority
- Identifying and managing risk
- To be a Company Director of Plant Heritage. This involves ensuring that Plant Heritage complies with company law. Trustees, as directors, have specific duties under the Companies Acts including:
 - To act within powers
 - To promote the success of the company
 - To exercise independent judgement
 - To exercise reasonable care, skill and diligence
 - To avoid conflicts of interest
 - To not accept benefits from third parties
 - To declare interest in proposed transactions or arrangements

Trustees may also be asked to fulfil some wider roles including:

- Acting as ambassadors for Plant Heritage eg using Trustee networks for the benefit of Plant Heritage; advocacy through Trustee contacts
- Fundraising
- Being a member of special purpose working groups or committees
- Mentoring senior members of staff
- Using their personal skills and experience for the benefit of Plant Heritage

Further information on the role of a Trustee is contained in the www.charitygovernancecode.org/en code of charity governance.

Trustees must become a member of Plant Heritage before they can be elected to the Board.