



# Candidate Information Pack

## For the role of Trustee





# Contents

A Welcome from Christian Walker, Interim Chair.....3

Friends of Westonbirt Arboretum Background.....4

Good Governance.....6

Trustee Role Description.....8

Trustee Person Specification.....12

Details and How to Apply.....14

# A Welcome from Christian Walker, Interim Chair

I very much welcome your interest in exploring the possibility of joining the Friends of Westonbirt Arboretum (FoWA) as a member of the Board of Trustees.

FoWA works closely with Forestry England to preserve, enhance and develop the unique landscape of Westonbirt, The National Arboretum. First established in 1985, the charity now employs 23 members of staff and serves more than 36,000 members.

In December 2019, we launched our new joint 10-year vision with Forestry England, to be a ‘world leader in trees, inspiring people through Conservation, Education and Participation.’ A key part of the vision is the delivery of long-term plans to develop the site further. The Friends play a significant role in fundraising and income generation to support this vision and provide grants to Forestry England and other third parties. The Board and the CEO have embarked on a period of strategic change and transformation. This is an exciting time for both the charity and the Arboretum.

To realise our vision the charity relies on the support and guidance of a dedicated and skilled Board of Trustees, who are actively involved in the strategic direction, governance and decision-making of the organisation and are fundamental to ensuring the charity is well governed.

I hope this pack will give you the information you need to help decide whether to take your application further. Please get in touch if you have any other questions.

Best wishes,

Christian Walker,  
Interim Chair  
Friends of Westonbirt Arboretum

Connecting people with trees...

...to improve the quality of life





## Friends of Westonbirt Arboretum Background

FoWA is a registered charity based at Westonbirt, the National Arboretum, in Tetbury, Wiltshire. We were set up in 1985 when a small group of enthusiasts decided they wanted to help preserve and develop this unique landscape.

### Our vision

Our vision is to support Westonbirt Arboretum to be a world leader in trees, inspiring people through education, participation and conservation.

### Our mission

Our mission is to support Westonbirt Arboretum to connect people with trees to improve the quality of life.

Our work helps to support Westonbirt Arboretum, with over 15,000 trees and 600 acres of woodland.

Our charitable aims are to further public enjoyment and knowledge of this world-renowned tree collection and to secure its sustainable future. We do this by engaging, informing and increasing membership and by giving financial and practical support to the management and development of Westonbirt, The National Arboretum.



Westonbirt Arboretum is not only an important environmental and educational resource for those who live locally but performs work that has national and international benefits. At Westonbirt Arboretum, Forestry England train expert arborists who will help care for woodlands and forests across the UK and take part in climate change research that benefits worldwide environmental understanding. The Friends charity supports these efforts through grant making and income generation, broadening understanding through our communications.

The Friends of Westonbirt Arboretum is registered with the Charity Commission (no. 4965522) and Companies House (no. 293190) as a non-profit making company limited by guarantee. The charity also has a separate enterprise trading arm and is responsible for the onsite shop. The profits from which are given out in grants each year to support development at the arboretum.

Under charity law, we are overseen by a voluntary Board of Trustees. The trustees hold responsibility for the charity's direction, policy, key strategies, budget, staffing levels and how our performance is measured.

Day-to-day management responsibilities are the responsibility of the charity's Chief Executive Officer.

The charity operates in a formalised partnership agreement with Forestry England who own and run the site and day to operations of the tree care and visitor attraction.

We're a charity with over 35,000 members and supporters

We help support Westonbirt Arboretum, with over 15,000 trees and 600 acres of woodland

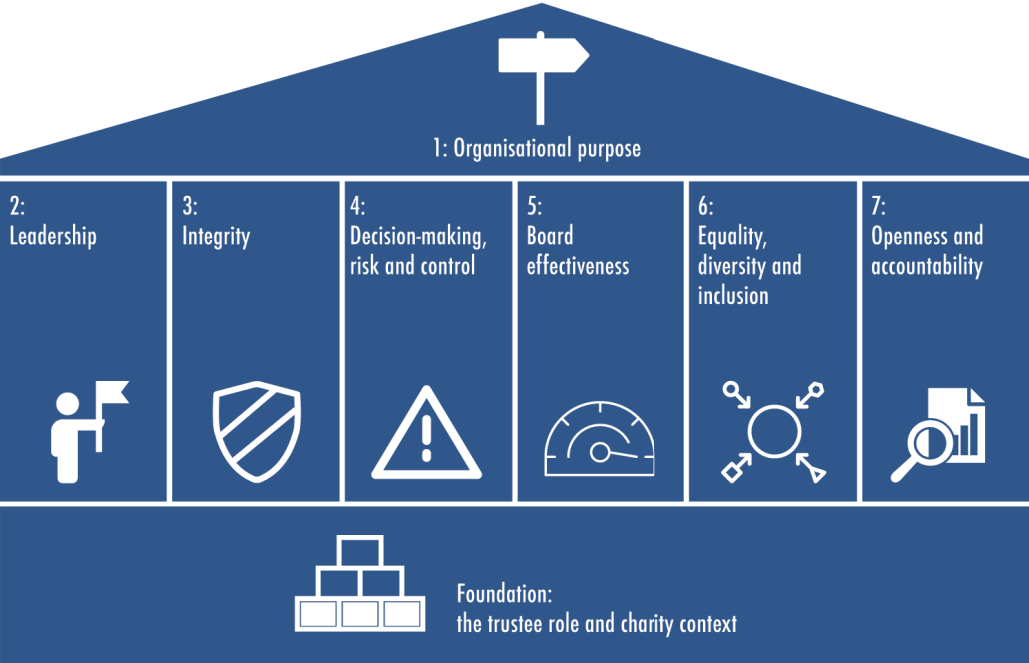


# Good Governance

Good governance is fundamental to a charity's success. It enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture in which everything works towards fulfilling the charity's vision. It is the aim of the Charity Governance Code to help charities and their trustees develop these high standards of governance. As a sector, we owe it to our beneficiaries, stakeholders and supporters to demonstrate exemplary leadership and governance.

This Good Governance Code is a practical tool to help trustees achieve this.

For more information visit the **Charity Governance Code website**.



Protecting trees

Enriching lives





# Trustee Role Description

As a member of the Board, each Trustee will ensure that the organisation is:

- achieving its objects defined in its Articles of Association
- operating within relevant legal, financial and regulatory requirements
- effective in pursuing its strategic priorities and realising best practice.

## Responsibilities

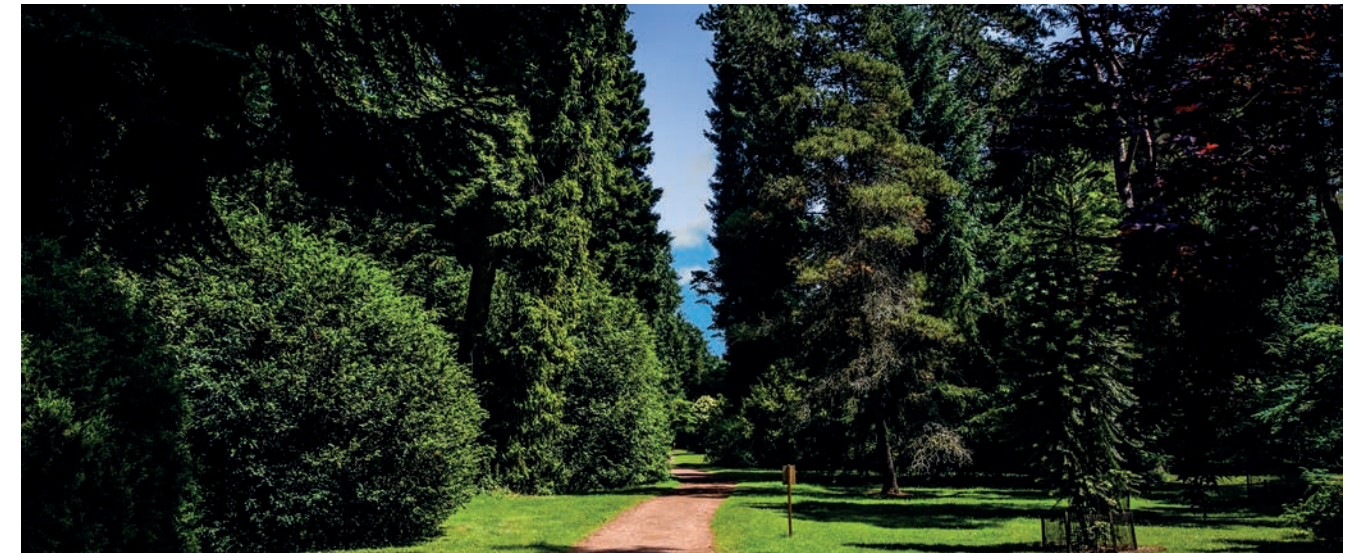
Trustees have and must accept ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. Trustees provide the organisation with strategic leadership and maintain a governance perspective.

## Compliance

Trustees must ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular they must ensure that the charity is accountable by preparing reports on what it has achieved, Annual Returns and accounts as required by law.

Trustees must ensure that they do not breach any of the requirements or rules set out in the charity's governing document, and that it remains true to its charitable purpose and objects.

Trustees must comply with the requirements of other legislation and other regulators which govern the activities



of the charity such as the fundraising regulator.

Trustees must act with integrity in the charity's best interest and avoid any personal conflicts of interest or misuse of charity funds or assets.

## Duty of Prudence

Trustees must ensure that the charity is and will remain solvent.

Trustees must manage charitable funds and assets responsibly, and only in furtherance of the objects.

Trustees must avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

Trustees must take special care when investing the funds of the charity, or borrowing funds for the charity to use.

## Duty of Care

Trustees must use reasonable care and skill in their work as trustees, using their personal skill, knowledge and experience as needed to ensure that the charity is well-run and efficient.

Westonbirt Arboretum is home to 2,500 species from the far corners of the globe...

... and 5 national tree collections





Trustees must consider taking external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

In addition to the statutory requirements set out by the Charity Commission (above), Trustees of FoWA are expected:

- to work together to provide clear strategic direction to the charity, setting overall strategy and policy, agreeing goals and targets with the Chief Executive, and evaluating performance against agreed targets
- to be collectively responsible for the actions of the charity
- to represent the charity at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to attend meetings, and to read and be familiar with papers in advance of meetings
- to serve on panels and attend panel meetings as appropriate
- to keep up to date about the activities of the charity and wider issues which affect its work.



The arboretum plays a vital part in research and conservation...

... as well as being a stunningly beautiful place to visit and explore



# Trustee Person Specification

All trustees of The Friends must have:

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgment
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

Beyond these personal attributes we try to maintain a Board membership that has wide ranging expertise and diversity, so that the Board as a whole has the necessary skills and experience to draw upon in its governance and decision making. We currently have strong skills in business strategy and development, human resources and financial skills, so would be looking for people to bring skills and experience that complement those, specifically in areas such as strategic fundraising, legal and conveyancing.



Trustees will also need to complete an eligibility form (available [here](#)) prior to appointment.

## CODE of CONDUCT

FoWA has a Code of Conduct in place which all Trustees are required to sign up to on joining the Board. The full document can be made available on request.

Be a part of bringing Westonbirt's  
10-Year-Vision to life...

...and help connect even more people  
with trees





## Details and How to Apply

**Trustee time commitment:** 5 Board meetings per year (each lasting approximately 3 hours) with time to read papers in advance and prepare. Possible attendance to other panel meetings, finance and risk, Enterprise Board, adhoc large grant application panels.

Please send a CV and cover letter stating why you are interested in applying for the role, how your skills and experience are relevant to the role, how you can add value to the Board and any other relevant information.

**Please send your application to our Board Secretary, Jo Cummings at: [board@fowa.org.uk](mailto:board@fowa.org.uk)**

All applications will be treated as confidential.

Shortlisted candidates will meet with the Chair and the CEO and other trustees.

Our expectation is that new Trustees will join our next Board meeting as an observer and then be voted onto the Board if approved.

Trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel expenses for attending meetings.



Thank you for your interest in this role



