



Wicked Weather Watch Trustee Role Descriptions

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Policy owner:	Chair of Trustees	Applicable to:	Trustees
Where to be published:	Available on request, and to be shared with all Trustees, and WWW staff as needed.		

- 1. Introduction**
- 2. Purpose**
- 3. Key Responsibilities**
- 4. Terms of Appointment of Trustees**
- 5. Trustee Remuneration**

1. Introduction

The aim of Wicked Weather Watch is to make a positive impact on climate change, and the overall protection of the environment. The main activities of Wicked Weather Watch - the education of young people around the issues, implementation of programmes, fundraising and the recruitment of volunteers - are designed to support this aim.

2. Purpose

The Wicked Weather Watch Board of Trustees are stewards of the organisation's resources and are responsible for overseeing the strategy, operations and financial management of Wicked Weather Watch.

3. Board meetings

The Trustees meet quarterly, although there may be additional sub-committee meetings and extraordinary meetings in exceptional circumstances. Meetings are held in the evening. An away may be held on an annual basis, on a weekend or during a weekday depending on Trustee availability.

4. Key Responsibilities

The Trustees seek to work closely with the Director, other staff and consultants of Wicked Weather Watch to achieve its goals. Nevertheless they are responsible for certain key areas that are listed below:

- (a) Leadership selection:
 - i. Appointment of the Director.
 - ii. Approval of appointments to senior executive management positions including all Directors in the organisation.
- (b) Strategy: Approval of the strategy proposed by the Director.
- (c) Financial:
 - i. Formal review and approval of annual organisational budget.
 - ii. Oversight of and support to the Director in the financial management of the charity, including ensuring appropriate banking and financial controls are in place.
 - iii. Approval of the salaries of the Director, senior executive management and other staff / consultants as needed.
- (d) Guidance and Support: Advice to the Director about the operation of the organisation in areas including:
 - i. Personnel management.
 - ii. Strategic operational and programme choices.
 - iii. Adherence to all legal requirements and good practice for charitable organisations including reporting to the Charity Commission.
- (e) Networking: Use of personal and professional networks to assist the Director in gaining high-level access to relevant individuals and institutions to support the operation and growth of the Charity.
- (f) Fundraising
 - i. Assistance to the Director in gaining high level access to potential donors and supporters from:
 - The corporate sector
 - Grant giving bodies including Government, international bodies, NGOs, trusts and foundations
 - Individual donors
 - ii. Advice and assistance on fundraising
 - iii. Personal contributions (financial or organising events etc.) where possible.
- (g) Public Relations: advice and assistance in raising and maintaining the profile of WWW in the UK and internationally.

The following roles have the additional responsibilities of:

- (1) The Chair**
 - i. Primary Ambassador and public face of the charity, representing the charity at functions, meetings and with the press.

- ii. Provide leadership to the Trustees and Directors of the charity in setting the direction and ensuring the charity is run in accordance with its governing documents.
- iii. Lead on the planning, agenda setting and chairing of Trustee meetings and AGMs.
- iv. Support and appraise the performance of the Director.
- v. Lead on maintaining the Trustees commitment to the charity, board renewal and succession management, and the induction and training of Trustees.

(2) The Treasurer

- i. To oversee, and present budgets, accounts and financial statements to the board of Trustees following discussion with the Director.
- ii. To ensure that proper accounts are kept and are in line with current SORP regulations, and that financial resources are spent and invested in line with the charities aims, good governance and legal requirements.
- iii. Support the development and implementation of financial, expenses, reserves and investment policies.
- iv. Liaise with auditors / independent financial reviewer as needed, and ensure any recommendations are implemented by the charity.
- v. Ensure appropriate financial controls are in place and adhered to.
- vi. Advise on the financial implications of the charity's strategic plan.

(3) The Secretary

- i. To liaise with the chair and chief executive officer to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- ii. To act as charity secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- iii. To ensure that all meetings comply with the requirements of the governing document.
- iv. Arrange and administrate trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
- v. Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- vi. Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document.
- vii. Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
- viii. Acting as a counter signatory on charity cheques (including any electronic transactions) and any applications for funds.
- ix. Ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques

- and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
- x. Managing various other functions of the charity, including estates, personnel, finance, pensions, money-laundering and data protection, as delegated.

5. Terms of Appointment of Trustees

Wicked Weather Watch Trustees will be appointed for a term of 2 years. Trustees can be re-elected upon nomination and approval by the Trustee Board under the Terms of the Constitution.

Appointment of Officers will also be for a Term of 2 years, with the maximum time that the same Trustee can hold the same office being 2 Terms (4 years). Following this, the post must be given to a new Appointee.

6. Financial Compensation of Trustees

Trustees of Wicked Weather Watch are required by charity law, and the constitution of this charity, to accept their appointment on a voluntary basis. As such, they can receive no private benefits, including financial benefits, from their position as a Trustee.

In exceptional cases, the Trustees may decide to pay one or more of its trustees to provide services to the charity, where the trustee board reasonably believes it to be in the charity's best interests to do so. The services in question must be ones that the charity trustee provides in addition to carrying out normal trustee duties, for example legal or accounting work. Guidance provided by the Charity Commission should be used to decide if this is an appropriate course of action.

Trustees will be able to claim back funds that have been reasonably expended in connection with Wicked Weather Watch business or in the promotion of Wicked Weather Watch's objects, in line with Wicked Weather Watch's expense policy. Where such reasonable expenditure has been made receipts must be submitted along with an expense claim form to ensure transparency and good accounting practice.

Appendix 1: Nolan Committee – The Principles of Public Life

The Nolan Committee established principles of public life. Most of these are applicable to 'not for profit organisations' delivering public services using public money or in receipt of public money. As such, the principles set out below apply to WWW's activities and to the conduct of the Board and Senior Management. Whilst some of these principles are already enshrined above or in other WWW policies, Board members should be aware of the Nolan Principles and abide by them accordingly.

(1) **Selflessness** Board members must act in the interests of the organisation which is delivering a public service. They must never use their position as Board members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

(2) **Honesty** Board Members must declare any private interests relevant to their duties as Board members and take steps to resolve any conflict in a way that protects the public interest.

(3) **Integrity and Propriety** Board members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Board members must on all occasions avoid the appearance of such behaviour.

(4) **Duty to Uphold the Law** Board members must act to uphold the law and act on all occasions in accordance with the trust that has been placed in them.

(5) **Objectivity in Decision-making** In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Board members must make decisions on merit. Whilst Board members must have regard to the professional advice of the Executive and may properly take account of the views of others, it is their responsibility to make the decision in the light of that advice.

(6) **Equality and Respect** Board members must carry out their duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

(7) **Openness** Board members must be as open as possible about all their decisions and actions. They should give reasons for their decisions and restrict information only when individual or commercial confidentiality requires such restriction.

(8) **Accountability** Board members are accountable to members of the organisation for their actions and for the way they carry out their responsibilities as a Board member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

(9) **Leadership** Board members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the organisation.