**TRUSTEE JOB DESCRIPTION**

**Context**

Scotland’s Gardens Scheme (SGS) is a charity registered with the Office of the Scottish Charity Regulator (OSCR) and has its office in Edinburgh. It was formed in 1931 and its purpose is to facilitate the openings of Gardens in Scotland to the public and to collect and distribute funds donated to it by the owners of those gardens for charitable purposes. Since 1931, SGS has raised donated more than £6m to Charities. In 2017, we raised £400,000 at the garden gates and gave £320,000 to Charities.

The Charity is overseen by its Board of Trustees and managed by a National Organiser (NO) on a daily basis from the Edinburgh Head Office. Around 500 gardens, mostly private, open each year and are supported by about 150 Volunteers spread across 23 regional districts. The office is small with a staff of three: The NO, Office Manager, and Marketing Officer. The NO is the liaison between the Trustees and the many Volunteers and Gardens Openers and between SGS and its beneficiaries, charities and partners. The NO attends Trustees Meetings and closely involved in the development of strategic planning and policy formulation and indeed in most areas of SGS’ business.

There are between 9 and 11 Trustees at any one time and as per the Constitution. They are appointed for a period of three years and may stand for re-election. The Trustee body consists of a mix of those involved with the Gardens directly and those with specific professional knowledge. The Chair is appointed for a term of five years after which he/she must stand down for at least a year before becoming involved again. The Treasurer is also appointed for five years but is eligible for re-election.

There are four meetings a year, which Trustees are expected to attend as well as any meeting of sub-groups, as agreed with Chairman and through discussion and Board meetings.

**Purpose and Objectives**

SGS recently in 2016 underwent a review of its strategic purpose and objectives with its community and strategic partners and established the following to strategically manage the work of the charity.

Our Purpose and Vision is to raise money for Charity through enabling, encouraging and supporting garden openings, whilst making the whole experience inspiring, rewarding and enjoyable for all involved.

Our Objectives are to:

1. Ensure we have a strong District Volunteer structure with a solid base of gardens of all types and sizes. We will achieve this by:
	1. providing useful support to our District Volunteers with guidance, training and appreciation.
	2. equipping and supporting Garden Openers to manage their visitor experience and achieve a successful and fun day for all.
2. Raise awareness of Scotland’s Gardens Scheme and the beneficial impact of its raised funds with a strong marketing presence and good visibility.
3. Connect and develop existing and new partnerships with organisations which are aligned with and can support our vision, including beneficiaries, charities, partner organisations and our local community.
4. Ensure good governance and financial sustainability with an active and effective governing body.

**Role and Duties of a Trustee**

As a Trustee, you are trusted to look after the Charity’s assets and are responsible for making sure that the Charity fulfils its charitable purpose.

1. **General Duties as a Trustee**
	1. Act in the interests of SGS and do what is best for the Charity and its beneficiaries. This includes ensuring to:
		1. Operate in a manner consistent with charitable purposes as stated in the Constitution and ensure that all activities within the Trustees adhere to the Constitution ruling.
		2. Act with care and diligence and ensure that the charity is run properly, responsibly and lawfully.
		3. Manage any conflict of interest among the Trustee body.
	2. Ensure that SGS complies with any current Charity legislation and in particular the ***Charities and Trustees Investment (Scotland) Act*** ***2005*** and pertaining to maintaining current records with OSCR; reporting to OSCR; financial record keeping and reporting; controlling how the charity fundraises and providing information to the public about the charity.
2. **Specific Duties for SGS**
	1. Oversight of the Charity
		1. Set and oversee the charity’s strategic goals and performance.
		2. Oversee and contribute as needed to ensure that the charity purpose and objectives, as outlined above, are met.
		3. Ensure that there is an appropriate framework in place to oversee Human Resource matters in Head Office and the appointment of the NO.
		4. Ensure in the development and maintenance of the regulatory and operational risk analysis.
		5. Help to maximize the charitable giving as collected by Garden Openings through activities such as securing Legacy Funds and supporting the securing of key sponsorship.
	2. Financial Monitoring
		1. Approve and monitor the annual budget, ensuring that the charity operates efficiently and effectively.
		2. Ensure that the Charity’s assets are used only to advance its charitable purposes.
		3. Oversee the Legacy funds and their management in line with the SGS Statement of Investment Principles.
	3. Governance
		1. Monitor SGS’s constitution to ensure that it remains fit for purpose.
		2. Manage the selection, appointment and turnover of Trustees including orientation, training and periodic review.
		3. Maintain a register of Trustees and their skill sets.
	4. Charitable Purposes
		1. Manage the selection process for the beneficiary charities and monitoring of these thereafter.
		2. Oversee policies related to how SGS supports its nominated charities.
		3. Oversee donations to any additional charities.

The Chairman has ongoing oversight of all these sections, and may allocate the Trustees into working groups, according to their strengths and interests, in order to form working subgroups on differing issues. It goes without saying that the NO is also involved with the above. It is hoped to this end to continue to develop and maintain a holistic and collegiate approach to the Board’s management.

**SPECIAL NOTE:**

Legislation states that the following people are disqualified from acting as charity trustees:

* Someone with an unspent conviction for dishonesty or an offence under the 2005 Act.
* Someone who is an undischarged bankrupt or has a Protected Trust Deed to pay off debts with creditors.
* Someone who has been removed under either Scottish or English Law from being a charity trustee.
* Someone who is disqualified from being a company director.

**Further information can be found on the SGS website.**