



# Role Description

## Council Member / Trustee

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**Reporting to:** Chair of MWT Council

### 1. Role Purpose:

Manx Wildlife Trust (MWT) Trustees are the people who work together to ensure that we fulfil our duty to deliver our charitable activities and deliver on our vision / mission to **'protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature.'**

MWT Trustees are effectively guardians of us as a charity, steering our direction and overseeing the work of our Chief Executive Officer and staff team. Our Trustees come together regularly (four times per year) to meet, discuss, and agree issues of strategic importance and ensure the charity is being run effectively and is compliant with Manx charity law.

### 2. Role Responsibilities:

The formal duties of a Trustee are to ensure that MWT:

- 2.1 Pursues its stated objectives (purposes), as defined in its Memorandum and Articles of Association, and complies with charity law, company law and any other relevant legislation or regulations.
- 2.2 Applies its resources exclusively in pursuance of its charitable objects for the benefit of Manx nature and the wider Island environment.
- 2.3 Determines, with the Chief Executive and Senior Managers, the strategy and development programme of MWT, including business plans and budgets.
- 2.4 Defines its priorities and evaluates performance against its strategic plan and agreed targets.
- 2.5 Appoints a Chair, Vice Chair, Treasurer, Secretary, and additional members of the Council and sets a strategic committee structure, including membership and delegated powers.
- 2.6 Oversees effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- 2.7 Secures appropriate resources (personnel, finance & materials) to achieve our objectives.
- 2.8 Follows proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the MWT Chief Executive Officer.
- 2.9 Operates effective financial management and control of assets (including property and investments), to ensure the financial stability of the organisation.
- 2.10 Is accountable to the IOM Charities Administration, partners, funders, members, and the general public on MWT's achievements and the impact of our strategy and operations.
- 2.11 Joins and participates in Council Strategic Committees and/or Groups, as appropriate.
- 2.12 Acts as an ambassador for MWT, making, and strengthening our connections within the networks in which we operate and representing us as/when appropriate.

In addition to the listed statutory duties, each Trustee should use any specific skills, knowledge or experience they have in order to help our Council of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise. Full training will be provided to enable the successful candidate to fulfil his/her role as an MWT Trustee.



### 3. Role Commitment:

#### 3.1 Council Meetings:

Trustees must attend and actively participate in MWT Council meetings. There are a minimum of four meetings per year, held quarterly, and Trustees are expected to attend a minimum of three meetings each year. Attendance remotely is acceptable via an on-line platform that MWT will facilitate, but at least one meeting each year should ideally be attended in person at the MWT's Peel headquarters.

#### 3.2 Duration of Role:

MWT Trustees may serve for a period of three years on Council. At each Annual General Meeting at least one-third of Council members shall retire by seniority. Members may be re-elected twice for further three-year periods but, after serving continuously for nine years, will not be eligible for re-election for at least one year.

#### 3.3 Trustee Appraisal:

All MWT Trustees will participate in an annual appraisal programme led by the Chair of MWT Council, which will be an opportunity to discuss their contribution to the MWT Council over the previous period and their future input.

#### 3.4 Expenses:

The post is unpaid, however, Trustees are able to claim expenses necessary for them to join MWT Council Meetings (should they wish to). Any likely expenses must be agreed in advance with the Chair of Council.

### 4. Person Specification:

An MWT Trustee must have:

- Commitment to the organisation, our vision, mission, values, and beliefs.
- Willingness to devote the necessary time and effort to attend and participate in meetings.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind and ask questions.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship (training can be provided).
- Ability to work effectively as a member of a team.
- Commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership (training provided).

In addition, before confirming appointment to the MWT Council, all potential MWT Trustees must:

- Show they have not been disqualified from acting as a Trustee.
- Declare conflicts of interest.
- Declare they are [Fit and Proper](#) to serve.
- Potentially seek appropriate checks from Disclosure and Barring Service (if they are likely to come into contact with children and vulnerable people).