Chair of Trustee information pack

June 2020
Welcome

Founded in 1922, the International Tree Foundation (ITF) is a pioneering environmental organisation. We are entering a renewal phase and are seeking a new Chair of the Trustees to help develop and lead a strategy that meets the defining global crisis of our, and perhaps any, generation – the climate crisis.

*Our vision, is a world where trees and forests flourish and where their vital role in supporting planetary and human well-being is valued and realised*

If you want to help the International Tree Foundation have the greatest possible impact while remaining true to our founding vision, please get in touch.


Chair of Trustees - Role Description and Person Specification

Overall Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Key Responsibilities
To provide confident leadership of the Board of Trustees by chairing meetings:

- Ensure the Board receives sufficient information to make informed decisions
- Liaise with the Chief Executive to prepare agendas and briefing papers

To work in partnership with the Chief Executive to ensure the ITF has a clear vision, mission and strategic direction and ensure that the Chief Executive and the Board of Trustees are working to achieve the strategic purposes of the ITF by:

- Ensuring there is a strategic plan and collective understanding of the plan
- Ensuring that the Chief Executive provides regular strategic reporting to the Board
- Ensuring that the Board periodically evaluates the robustness of the strategic planning cycle

To work with the Chief Executive to ensure effective relationships between the Board of Trustees and staff by:

- Promoting a supportive culture at Board level and organisational level
- Meeting regularly in one-to-one meetings with the Chief Executive and, as appropriate, with the ITF Senior Management Team
- Reviewing the Chief Executive’s performance through formal appraisal processes
- Ensuring that the Board attends to its governance role by holding management to account

To secure the effective operation of the Board of Trustees by ensuring they understand their role and collective responsibilities:
• Ensure that the ITF regularly reviews its governance structure and performance and maintains a plan for improvement
• Ensure that the Board sets the overall strategy and policies for the ITF
• Ensure compliance with the ITF’s governing document, codes of conduct and standing orders
• Ensure that the Board has the necessary expertise and experience to be able to pursue its aims and has access to external expertise as required
• Ensure that the Board is balanced in the relevant dimensions of representation (gender, ethnicity, beneficiaries)
• Ensure there is an open, merit-based process of recruitment for Trustees
• Ensure that the Board receives appropriate induction, advice, information and training as individuals and as a group
• Undertake annual performance reviews of Trustees as individuals and the board as a group.
• To ensure ITF has appropriate financial management systems and risk assessment processes.

Additionally
• To represent the ITF as appropriate to supporters, potential funders, partners and decision-makers.
• Ensure that the ITF is appropriately represented in a wide variety of fora.

Person Specification
• Experience and presence in the international development community (with understanding and experience of the relation between international development and conservation)
• Past experience of board membership (ideally in the role of Chairperson) in the voluntary sector with an understanding of governance and the role of Trustees
• Clear understanding of the difference between governance and operational management and of the respective roles of CEO / other staff and Chair
• Ability to line manage, appraise and hold to account the Chief Executive
• Experience of public speaking / fundraising / committees
• Love of and commitment to trees and forests
• Credibility with opinion formers and decision-makers, for example, politicians, civil servants, potential funders and other organisations in the international development/conservation sector

Time Requirement:
• An average of two days per month, supported by a Vice Chair carrying out duties amounting to an average of one day per month.
• Board meetings four to six times per year split between London & Oxford, UK and one off-site
• Occasional travel in the United Kingdom.

Send your CV with a brief covering letter with the email subject “ITF CHAIR, first name, last name” to ITF Trustee Mardi McBrien, mardi@cdsb.net, by 9am BST Monday 13\textsuperscript{th} July 2020. Interviews will take place on the 23/24 July via zoom.