

Trustee Role and Associate Role Description

ABOUT CAFS

Our vision is a zero carbon Cumbria which is socially, environmentally and economically beneficial for all.

Our mission is to achieve net zero by 2037 or sooner by promoting and facilitating low carbon living and its benefits – inspiring and supporting individuals, communities, and organisations across Cumbria and beyond to decarbonise lives and businesses. We provide practical support for the development of low carbon plans and policies for places, communities, businesses, the public sector, and individuals. We inspire behaviour change and seek to deliver sustained shifts from high to low carbon emissions through new social norms and influencing key policies, strategies, and funding streams.

ABOUT CAFS BOARD

Our trustees play a vital role in making sure that Cumbria Action for Sustainability (CAfS) achieves its core purpose. They oversee the overall management and administration of the charity, which is delegated to the chief executive. They also ensure that CAfS has a clear strategy and that our work and goals are in line with our vision. You can read our organisational strategy [here](#). They also support and challenge the management team to enable it to grow and thrive, and ensure the wellbeing of the whole team.

Our current Board comprises five Trustees. We would like to recruit up to four more Trustees and are introducing new Associate Trustees also.

What we are looking for

We are seeking people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous board, trustee or charity governance experience – we will provide induction and training.

Trustee duties:

- Support and provide advice on CAfS' vision, mission, values, aims and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.

- Oversee our financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve CAfS' financial statements.
- Provide support and challenge to CAfS' chief executive in the exercise of their delegated authority and affairs.
- Keep abreast of changes in CAfS' operating environment.
- Contribute to regular reviews of CAfS' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect CAfS' interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of CAfS' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

There may be times when the trustees will need to be actively involved beyond Board meetings. This may involve research, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Associate Trustee Role

This is an opportunity to explore the Trustee role. It will be a mentored position that will enable you to learn about charity governance, strategy finances, administration and development. We would like you to bring your perspective and experience to our work. After 6-12 months of being in the role, you may have the opportunity to become a full Trustee.

Personal skills and qualities

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Commitment to our vision and mission.
- Willingness to lead according to our values.
- Commitment to the general principles of good trusteeship: selflessness, honesty and integrity, objectivity, accountability,

openness, leadership, personal judgement, respect for others, duty to uphold the law and stewardship.

- IT literate

Trustee and Associate Trustee Terms of appointment

Terms of office

- Currently all Trustees resign annually and are re-elected at our AGM for an unlimited number of times.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending around six Board meetings annually, ranging from two to four hours in length. Currently meetings are held alternately online and in person at our office in Penrith.
- Attending up to two staff/trustee awayday meetings per year.
- Attending other meetings as required.

Committee membership

We have a Finance Committee with delegated authority. Trustees and Associate Trustees with an interest in our financial affairs in particular may seek to join this committee. We may create further sub-committees in the future.

To arrange an informal chat about the role with our chief executive, Karen Mitchell or with any of [our Trustees](#), before applying, please email office@cafs.org.uk.