



## Role Description: Trustee

### Role and Duties:

The Board of Trustees of World Heritage UK comprises up to 12 people whose primary role is non-executive - to oversee the charity, its strategy, performance and compliance.

Trustees are appointed by the members of WHUK at an Annual General Meeting (AGM) for an initial term of three years, which may be extended for a further two terms. Trustees may also be co-opted by the Board of Trustees to provide specific skills outwith the AGM cycle.

Trustees are expected to oversee preparation of and performance in the implementation of business strategies and plans. They are expected to ensure that policies are in place to manage all risks, to control finances, and to ensure legal compliance.

Trustees are also the employers or clients of the staff and contractors engaged to manage the affairs of WHUK. They will provide fair and legal conditions of employment.

### Expectations:

Trustees are expected to attend at least 4 scheduled meetings of the board each year (including 3x WHUK Board meetings and its Annual General Meeting, together with such special meetings, teleconferences and meetings of committees as may be reasonably required).

Trustees may be asked to join committees or Special Interest Groups of WHUK on a standing or short-term task basis in order to report back to the Board.

Trustees may also be expected to undertake executive roles on a standing or task-based basis.

The position is not remunerated but all reasonable expenses will be reimbursed (as per the WHUK Expenses Policy).

**Person Specification:**

Essential	Desirable
<ul style="list-style-type: none"> <li>• A proven commitment to service to the highest standards of conduct in public life.</li> <li>• Qualities of leadership, team-working, constructive engagement in strategic debate and the ability to scrutinise performance in financial and operational matters.</li> <li>• Knowledge and/or experience of third sector and/or corporate governance.</li> <li>• An affinity with and understanding of the aims of the UNESCO World Heritage Convention and with the heritage management policies of the UK and its devolved administrations.</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist knowledge, experience and/or contacts in either cultural or natural heritage policy and practice which are of benefit to World Heritage UK.</li> <li>• Business development and management skills.</li> <li>• Specialist skills in particular areas required by WHUK such as finance, aspects of the law, public policy, relevant international practice, research, the planning system, regeneration, the environment, nature or heritage conservation, marketing, events management, economic development and tourism, public engagement, human resources and fundraising.</li> </ul>

**Parameters:**

World Heritage UK is a registered charity in the UK and trustees are bound by charity law as applies to a Charitable Incorporated Organisation. Accordingly, trustees have limited liability under the law relating to CIOs, provided they act appropriately within the law, corporately and individually.

Trustees are legally required to support the charitable objectives of the Trust as set out in its Constitution with regard to the public benefit from UK World Heritage Sites and Tentative List sites and the provision of an effective network for member organisations responsible for such sites.

Trustees of World Heritage UK have a legal duty to act with care and diligence, and to ensure that the charity complies with its legal responsibilities and organisational best practice as defined by the Charity Commission.

Trustees are expected to have regard to the procedures set out in the World Heritage UK Governance Handbook and to sign and adhere to the Code of Conduct.

Trustees are expected to be ambassadors for the work of World Heritage UK and for the individual World Heritage Sites in the UK and must do nothing to permit conflict of interest to affect their contribution or otherwise to bring WHUK into disrepute.

Trustees are expected to assist with the cultivation of constructive relationships with strategic partners at an international, national and local level.