

**Trustee/ Chair of Trustee Board
National Botanic Garden of Wales
Llanarthne, Carmarthenshire**



Closing date: Friday 15th June, 2018

Established in May 2000 as one of 3 millennium projects in Wales supported by the Millennium Commission, the National Botanic Garden of Wales (the Garden) is one of the nation's most significant visitor attractions of exceptional scientific and educational value. Home to the iconic Great Glasshouse and celebrated as a key member of the international community of botanic gardens, it currently employs c.75 FTE employees and benefits from over 22,000 hours of voluntary input each year. Generating c.£3M income annually, it has welcomed more than 2.2m visitors since opening and now attracts in the region of 160,000 visitors per annum. Recognised as a national asset in the Science Strategy for Wales and an essential contributor to the region's economy, the Garden works in partnership with over 70 organisations in Wales and across the world; spanning horticulture, education, sustainability, conservation, science & research, arts and Welsh culture and boasts HRH the Prince of Wales as its Patron and Sir Gareth Edwards as its Honorary President. The Garden is dedicated to the research and conservation of biodiversity, sustainability, lifelong learning and the enjoyment of the visitor.

Following the retirement of our Chair Rob Jolliffe in May 2018, the Board is now seeking a Trustee with the potential to be nominated as Chair at the Annual General Meeting of the Garden in November this year. Current Trustees are also eligible to apply.

Chair of the Board of Trustees role description

1. Purpose

- 1.1.** To provide strategic leadership to the Garden in collaboration with the Director and the Board of Trustees.
- 1.2.** To inspire the Board, Director and those within and outside of the Garden through the promotion of the organisation's vision, mission and values.
- 1.3.** To oversee development and delivery of the charitable aims through the strategic plan, as agreed by the Board.

2. Specific responsibilities

- 2.1.** To undertake the duties of a Board member.
- 2.2.** To Chair the Board in particular by:
 - 2.2.1.** Giving direction to policy and strategic decision making.
 - 2.2.2.** Ensuring that the Board makes clear decisions on strategy, policy, financial stewardship and risk exposure.
 - 2.2.3.** Monitoring the implementation of the Board decisions.
 - 2.2.4.** Planning the annual cycle of meetings with the Director.
- 2.3.** To monitor the performance of the Board, its members, and the Director.
- 2.4.** To develop the Board and to ensure that members are properly inducted and supported.
- 2.5.** To update and monitor the code of conduct for Board members and the scheme of delegation for the Director.
- 2.6.** On behalf of the Board to supervise and appraise the Director and delegate to the Director the management of the organisation.
- 2.7.** To represent the organisation when appropriate.

3. Term of office

The election of the Chair and Vice Chair takes place annually at the Annual General Meeting and is subject to the same term of office as other Trustees.

4. Chair of the Board of Trustees person specification

- 4.1. A commitment to the mission, aims and ethos of the Garden.
- 4.2. A proven track record of leading a large organisation in the public, voluntary or commercial sectors such as Chair, Director or Director.
- 4.3. A good understanding of the scientific, educational, social, economic and political context in which the Garden works and a willingness to further develop this understanding.
- 4.4. Able to effectively Chair a diverse Board of Trustees in governing a complex organisation and commitment to the importance of diversity as part of good governance.
- 4.5. Understanding and ability to promote effective governance practices in the context of a registered UK charity.
- 4.6. Excellent networking with a record of achievement and willing to engage with contacts for the benefit of the Garden.
- 4.7. Highly credible, a natural communicator and 'people person'. Able to inspire audiences (staff, supporters etc.) with clear and compelling messages about the Garden.
- 4.8. The ability and willingness to represent the charity and to play an ambassadorial role with policy makers, supporters and others.
- 4.9. The confidence and ability to provide support to Trustees and to evaluate the performance of the Board.
- 4.10. The ability to provide supervision and guidance to the Director and to work collaboratively in developing and implementing the strategy and monitoring performance of the organisation.
- 4.11. Independence of thought and judgement with a willingness to accept and promote democratically made decisions of the Board irrespective of personal opinion.
- 4.12. Time and enthusiasm to dedicate to the role of Chair. The commitment to prepare for and attend four full Board meetings each year plus the Annual General Meeting, Board sub-committee meetings and Members Day; to represent the organisation regularly; and to interact with the Director for supervisory meetings on a monthly basis and in between as required and to conduct their annual performance review.
- 4.13. A commitment to the Trustees' code of conduct.

Expression of Interest

If you are interested in becoming our Chair and Trustee please submit an expression of interest to include a current CV together with a covering letter and clear personal statement setting out the qualities and attributes you would be able to offer as Chair of the Trustee Board. Please also nominate two referees willing to support your expression of interest with a reference.

Closing date 15th June, 2018. All applications will be acknowledged

Applications to be sent to: Julie James, Trustee and Chair of Nominations Committee
e-mail: herbieandjulie.james@ukgateway.net

For an informal discussion please contact our Director, Huw Francis (01558 667106; 07876 232848; Huw.Francis@gardenofwales.org.uk)