



ABOUT THE ROLE

Job title	Trustee Director.
Type of position	Part-time (averaging about five hours a month).
Location	Board meetings are usually held by videoconference, for one hour each month. Attendance in person is expected at the AGM in July. There may be occasional face-to-face meetings (currently fewer than one per year).
Salary	None, but expenses will be reimbursed according to policy.
Commencement date	Flexible.
Return to	Open Spaces Society, 25a Bell Street, Henley-on-Thames, RG9 2BA or office1@oss.org.uk (email is preferred).

Closing date for return of form and CV is 5pm on **Monday 15 January 2024**.

Role description

The Open Spaces Society has been campaigning to protect rights to common land, village greens and public paths for more than 150 years. It is Britain's oldest national conservation organisation. We are looking for additional trustees to join our enthusiastic board of seven members.

Trustees may be co-opted by the present board, but are expected to offer themselves for election by the membership at the first available opportunity.

Working collectively, trustees have three main responsibilities. These are to:

- 1 set a direction for the society,
- 2 ensure the society's plans are carried out appropriately,
- 3 ensure the society meets its legal responsibilities.

The duties of a trustee are to:

- 4 ensure the society complies with its articles of association, charity law, company law and any other relevant legislation or regulations,
- 5 ensure that the society pursues its objects as defined in its articles of association,
- 6 ensure that the society directs its resources exclusively towards its objects,

- 7 in association with the general secretary, ensure that the organisation is adequately staffed, and that the staff and volunteers have appropriate support and resources to pursue organisational goals,
- 8 contribute actively to the board's role of developing strategy, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets,
- 9 safeguard the reputation and values of the society,
- 10 ensure effective and efficient administration and financial stability,
- 11 appoint the general secretary and monitor her performance,
- 12 act in the best interests of the society at all times.

Person specification

- Commitment to the society's mission
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Willingness to devote the necessary time and effort
- Strategic vision
- Objective and insightful judgement
- Ability to work effectively as a member of a team
- Adherence to Nolan's seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).

Induction

The society will provide an induction programme, including the opportunity to attend courses run by, for example, the National Council for Voluntary Organisations.

Advised Reading Before Application

- About the Society (below)
- [Strategic Plan](https://www.oss.org.uk/strategy-2002-2027/) <https://www.oss.org.uk/strategy-2002-2027/>
- [Articles of Association](https://www.oss.org.uk/memorandum-articles-of-association/) <https://www.oss.org.uk/memorandum-articles-of-association/>
- [Previous Minutes](https://www.oss.org.uk/trustee-minutes/) <https://www.oss.org.uk/trustee-minutes/>

ABOUT THE SOCIETY

The Open Spaces Society was founded in 1865 and is Britain's oldest national conservation body. A charity and a pressure group, we campaign for new, tougher laws to protect common land, town and village greens, urban and rural open spaces, and public rights of way in town and country, throughout England and Wales. We give technical and practical advice on their law, protection, management, and administration.

The society has some 2,000 members, consisting of local authorities at all levels, amenity and other organisations, and individuals, who look to it for help and advice. We rely for our income on membership subscriptions, donations, legacies, and grants.

The society's office is in Henley-on-Thames in Oxfordshire. It has only the one office, and no branches. There are at present ten members of [staff](#), most of them part-time: the general secretary, four case officers, commons re-registration officer, office manager, administrative assistant, and finance officer, and membership secretary. The society also employs contractors to cover other aspects of the society's work. The organisation is headed by the general secretary.

The society is governed by the trustees who meet monthly by videoconference and occasionally in person. They are elected by the annual general meeting of the society's members in the summer, usually for a three-year term of office.

The board has a finance committee, which oversees financial matters, a legal committee which advises on legal matters, authorises expenditure and makes recommendations to the trustees, and a general purposes committee which takes urgent decisions and undertakes other tasks as requested by the board.

The society has 40 local correspondents who act on our behalf locally in various parts of England and Wales. They are appointed by the trustees on the recommendation of the general secretary.