

Letchworth Garden City Heritage Foundation

Governor Role Description

March 2023

Do you want to play a part in helping us shape how Letchworth Garden City develops in the future?

As a Governor of the Heritage Foundation, you will help us to better understand our local community and support us to develop future strategies, realise opportunities and drive positive social impact.

Purpose of the role

The purpose of the Governor role is to represent the local community, actively sharing with us your knowledge and understanding of the community's needs in Letchworth Garden City, shaping the Foundation's strategies, supporting our activities, and contributing to the success of the Foundation in delivering positive improvements for the Garden City.

What does the role require of you?

- To understand, articulate and champion the needs of the local community, ensuring the Foundation benefits from your insight and knowledge
- To contribute to the success of Foundation projects, policy, and strategy development, working groups or committees, and where you will work to an agreed annual action plan
- To be a passionate advocate for Letchworth Garden City
- To constructively engage and communicate with Trustees, staff, and volunteers as well as fellow Governors, attending all Governor meetings as required
- To demonstrate your commitment to diversity and equality
- To support and be actively involved in strengthening the governance of the Foundation, adhering to our Rules and values, objectives and policies and helping us ensure they are relevant, fit for purpose and reflect best practice whilst upholding our code of conduct

The skills you will need:

- Effective communication skills with both individuals and working in groups/committees
- Strong relationship management, empathy, and people skills
- Inquisitive, objective, and able to digest, analyse and interpret complex information and evidence
- Ability to think creatively and strategically about the future of the town and the Foundation's role in that

Your knowledge

- Knowledge and understanding of the diverse needs of communities, civil society, and the business community in Letchworth
- Knowledge and understanding of the role of the Foundation including our governance and reinvestment model, charitable objectives, scheme of management and maintenance of the Letchworth estate
- **Nominated Governors** are expected to have some sector nomination knowledge and to be able to provide us with advice in your category of nomination, for example advising our Grants Committee on action to improve wellbeing under category 8:

1. Heritage and the preservation of buildings and other items of historical interest.
2. The preservation of the environment.
3. Artistic and cultural activities.
4. Sports.
5. Recreational and leisure activities.
6. Social welfare and the relief of poverty.
7. Education.
8. Health and wellbeing.

You will also be willing to utilise your networks/partnerships to support us to understand community need and champion the interests of your nominated sector.

General and Elected Governors will also be encouraged to take a lead on other areas of interest to the Foundation and to you as a Governor. This could include leading on business and economic insight, diversity and equality, young people's engagement, volunteering, local neighbourhood, and social action amongst others. These will be agreed with you when you join us or annually thereafter.

All Governors will be encouraged to take part in the Foundation's Committees and Working Groups. These presently include Grants Committee, Housing Advice Committee, Housing Development Committee and Risk and Internal Audit Committee. These will change and evolve over time.

What we offer

- Induction and development programme
- Access to learning, resources and research about the town and the Foundation's activities
- Ability to influence our policy and strategy
- Dedicated Trustee and executive lead to facilitate communication and engagement
- Payment of out-of-pocket expenses

Commitment

This is a volunteer role with an expected time commitment of up to 4 hours a month, more when you participate in a Committee/Working Group. Meetings are usually held in Letchworth Garden City. We also hold some meetings virtually.

Election and appointment as a Trustee

When a vacancy arises, you will have the opportunity to stand for election to become a Trustee if you wish to. Trustees hold the legal and fiduciary responsibility for the Foundation as a charity. There is a separate role description for Trustees to reflect these additional responsibilities.