

Letchworth Garden City Heritage Foundation

Governor Role Description

April 2026

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, 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 and be a voice of 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. You will be expected to engage with and be accountable to the local community and provide regular community feedback.

What does the role require?

- To be a passionate advocate for Letchworth Garden City.
- To contribute to the success of Foundation projects, policy, and strategy development, working groups or committees.
- To consider standing for election to become a Trustee when a vacancy arises. Trustees hold the legal and fiduciary responsibility for the Foundation as a charity. There is a separate role description to reflect these additional responsibilities.
- To understand, articulate and champion the needs of the local community, ensuring the Foundation benefits from your insight and knowledge.
- To take an active role in community feedback about your role and the contribution of governors.
- To represent the Foundation externally, including periodic attendance at local council town/areas committee and other nominated appointments, and to feedback on relevant issues to the wider governor group.
- 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.
- To constructively engage and communicate with Trustees, staff, and volunteers as well as fellow Governors.
- To participate in the majority of Governor meetings. Attendance records will be published and governors failing to meet this standard will be asked to improve or may be asked to stand down.
- To demonstrate your commitment to diversity and equality.

The skills you will need:

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

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 bring sector knowledge in the category of nomination.
 1. Heritage and the preservation of buildings and other items of historical interest – this nominee will be expected to contribute to the governance and development of the scheme of management.
 2. The preservation of the environment.
 3. Artistic and cultural activities – this nominee will be expected to play an active role in Letchworth Cultural strategy.
 4. Sports.
 5. Recreational and leisure activities.
 6. Social welfare and the relief of poverty.
 7. Education.
 8. Health and wellbeing.

You will be willing to utilise your knowledge to advise the Foundation and develop networks / partnerships to support us to understand community needs 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 when vacancies arise. These presently include Community Investment Committee, Household Applications 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.