

The Role of the Governor

Overview

This is an interesting and rewarding volunteer role working with our Governors, the Board of Trustees, the Executive and with Letchworth community groups to assist the Heritage Foundation to deliver our Strategic Plan and wider policy objectives. Governors may seek election to the Board of Trustees through the application and election procedure set out in the Regulations.

Overall Purpose

Acting as one of 30 Governors (North Hertfordshire District Council, Hertfordshire County Council, 6 Elected, 8 Nominated and 14 General) your role will be to provide a vital link with the Letchworth community, feeding ideas and views from the community back into the Heritage Foundation and acting as an ambassador for the Heritage Foundation. In addition, Governors with specialist skills are encouraged to provide advice and support in their specific areas to the organisation.

The role includes some legal responsibilities, in particular Governors elect Trustees and at the Annual General Meeting appoint the external auditors. As a Governor, you may seek election to the Board of Trustees, who are responsible for managing the Heritage Foundation's business. You will be expected to be conversant with, and abide by, the Rules and Regulations which are the Heritage Foundation's main governing documents.

You will be able to select a charitable activity that particularly interests you and, along with other Governors with the same interests, seek to engage with the Letchworth community regarding initiatives that the Heritage Foundation may take forward within its strategic plan and recommend how we can support, fund and promote new initiatives.

Time Requirement

You would be expected to attend a minimum of four Governors' meetings per annum, the annual Garden City meeting, plus any public/community meetings that may be arranged from time to time. You will be encouraged to participate actively in Committees and sub-Groups to contribute your suggestions and ideas.

The role requires a commitment of at least 15 hours per annum, to cover 2 hours plus one hour reading for each Governors' meeting, plus 3 hours for the annual Garden City Meeting. Meetings are usually held on weekday evenings. However, the time commitment could be much greater depending on the level of involvement you wish to have.

Typical Activities

You would work collaboratively with fellow Governors, the Board of Trustees and the Executive, contributing your ideas, offering suggestions, helping to develop and implement our Strategic Plan and assisting the Board of Trustees to refine its strategies and policies.

You would be expected to act as the "voice of the community" feeding back external views on any of our town wide initiatives or what members of the community think we should be doing.

There are also opportunities for you to take an active role by being appointed as a member of internal and external committees.

Volunteer Specification

Governors share a passion for Letchworth Garden City and its continued success as a model community and bring their lifetime or current work experience to the role. Most Governors live in Letchworth. However, we welcome Governors who are not residents if they can demonstrate that they have an interest in the aims and ambitions of the Heritage Foundation and can offer skills and experience that will add value to our activities. It is for you to judge whether you will be able to commit the time required to make a meaningful contribution to the Heritage Foundation.

We are looking for people who have excellent judgement, integrity, strategic awareness and good interpersonal skills. We value both formal and informal experience regardless of your educational background, qualifications, or job roles.

You will be able to remain objective and challenge supportively. Above all, you will be committed to our values and objectives and be willing to develop your knowledge of the context in which we operate.

You will need to be able to:

- communicate clearly and take an active role in discussions
- challenge sensitively and constructively
- engage and influence others, within and outside the Heritage Foundation
- stay focussed on the Foundation's vision and objectives
- act as an advocate for the organisation within the local community
- undertake any training and development to support the role

Induction

You will receive a formal induction, where information regarding the Heritage Foundation and its work will be presented. Meetings will also be arranged with the Chairman and Chief Executive. You will be offered the opportunity to shadow an existing Governor to develop your understanding of the Heritage Foundation.

Confidential Information

During the course of carrying out your role, confidential and commercially sensitive information relating to Heritage Foundation business and projects may be shared with you and we will require you to sign a confidentiality agreement.

Code of conduct

You will be required to sign up to our Code of conduct and be expected at all times to constructively contribute to the role of the Foundation.