

Governor Role – Job Specification

Overview

This is an interesting and rewarding volunteer role working with our Governors, the Board of Management, the Executive and with Letchworth community groups to assist the Heritage Foundation to deliver our 5 year Strategic Plan. Governors, may seek election to the Board of Management, through the nomination and election procedure at the Annual General Meeting held in March each year.

Overall Purpose

Acting as one of 30 Governors (6 Elected, 10 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 the organisation.

In addition, the role includes some legal responsibilities, in particular at the Annual General Meeting, Governors elect Board members and appoint the Secretary and external auditors. As a Governor, you may seek election to the Board of Management, through the nomination and election procedure that occurs at the AGM. You will be expected to be conversant with, and abide by, the Rules which are the Heritage Foundation's main governing document.

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 four Governors' meetings per annum, plus any public/community meetings that may be arranged from time to time. You will be encouraged to participate actively to contribute your ideas, and express your opinions.

The role requires a commitment of "at least 15 hours", to cover 2 hrs plus one hr reading for each Governors' meeting, plus 3 hrs for the Town Meeting per annum. 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 Management and the Executive, contributing your ideas, offering suggestions, helping to develop our 5 year Strategic and Annual Corporate Plans and assisting the Board of Management 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 trustee of internal Board sub committees (B), Advisory committees (A) and external organisations (E), such as:-

- The Community Grants Committee (B)
- The Audit Committee (B)
- The Advisory Management Committee (A)
- The Architectural Heritage Advisory Group (A)
- The Ernest Gardiner Day Hospital Management Advisory Committee (A)
- The Education Steering Group (A)
- Letchworth Town Centre Partnership (E)
- Letchworth Arts Centre (E)
- Letchworth Civic Trust (E)

Our Values

Our values underpin the way we work together internally and externally. Our approach is to be open, respectful, inclusive, professional, creative and fair. Being a part of the Heritage Foundation requires commitment, honesty and enthusiasm in our dealings with all of the people of Letchworth Garden City.

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.

Induction

You will receive a formal induction, where information regarding the Heritage Foundation and its work will be presented and meetings with the Chairman and Chief Executive will be arranged. You will also 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.