ROLE DESCRIPTION

| Position       | Trustee Board Member | Date Created | May 2023 |

OUTLINE DESCRIPTION OF ROLE

TreeSisters vision is to ethically expand the green cover of our world. Our mission is to work with trees and their communities for the planet to survive and thrive. Our activities focus on Restoration and Education whilst building gender equality into everything we do. We work to empower women globally by championing them in the environmental sector and pushing for change by working with planting partners with a workforce that includes and values women. We want the world to reconnect with nature so that we can protect and restore our planet.

The role of the Trustee Board is to oversee the strategic management and the administration of the Organisation. You will determine the strategic focus of the Organisation whilst governing the Organisation effectively. You will work closely with all other Board members and provide support to the Executive Director and Heads of Departments.

Following our Trustee skills audit, TreeSisters is seeking to appoint two new Trustees to bring their knowledge and experience in Finance and Legal to help to lead the charity in an exciting development period.

RESPONSIBILITIES

- Lead, support, govern our Organisation.
- Advise on TreeSisters vision, mission and objectives.
- Ensure that Organisational strategies are implemented and monitored.
- Oversee TreeSisters financial plans and budgets and monitor and evaluate progress. Review and approve TreeSisters financial Audits.
- Regularly review the risk register to ensure that key risks are being identified, monitored and controlled effectively.
- Provide support to the Executive Director and Heads of Department.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Keep abreast of any worldwide changes that would affect TreeSisters.
- Where required, contribute to any reviews of the governing document.
- Act in respect of the Organisation, in good faith and to promote and protect the Organisation. Act independently and without prejudice to your own personal or third party interests.
- In collaboration with other Board members, Executive Director and Heads of Department, champion and contribute to the growth of TreeSisters.
## SKILLS AND EXPERIENCE

Unless otherwise noted as desirable, all skills are essential.

### 1 Trustee qualities and skills
- Commitment to the Organisation and its vision, mission and objectives and a good understanding of the environment that TreeSisters operates in.
- Non profit charity experience with an understanding of the role and legal responsibilities of the board and trustees
- Sound ability to think strategically and objectively, take the long view and prioritise
- Capacity to process and understand information quickly, draw valid conclusions whilst using a considered approach to risk
- Skilled in delegation and being able to delegate trust others
- Desirable - Ability to build and get the best out of a team while addressing any skills or experience gaps
- Desirable - willingness to learn to or to chair meetings if required, whilst encouraging debate and facilitating decision-making

### 2 Personal qualities and skills
- Takes ownership and possesses a flexible 'can do' mindset.
- A people person with strong collaboration skills.
- Excellent communication and interpersonal skills.
- A strong personal devotion for Diversity, equality and inclusion.
- Must have personal integrity
- Strong relationship-building and communication skills
- Negotiation and diplomacy skills with the ability to have courageous conversations
- Highly desirable - skilled knowledge, background and experience in either Finance or Legal sectors