

# BEING AN ARBORICULTURAL ASSOCIATION TRUSTEE

## Introduction

This document has been written to provide some introductory guidance about becoming a Trustee at the Arboricultural Association (the Association). It is very much an introductory guide, and Trustees are advised to do some additional reading using some of the resources and links which are included at the end of this note.

## Being a Trustee

The role of a Trustee is a very important one, which comes with responsibilities and opportunities. As a Trustee, you will form part of the Board of Trustees (the Board) and will act alongside your fellow Trustees in accordance with the terms of the Association's governing document, the Articles of Association.

Your overall role is to oversee the strategic direction of the Association, and to both support and hold to account the staff team through the Chief Executive Officer (CEO). In broad terms it can be said that the Board is responsible for strategic matters, and the CEO for operational matters.

## Duties of a Trustee

The Charity Commission specifies six broad duties of a Trustee. These are:

- Ensure your charity is carrying out its purposes for the public benefit.
- Comply with your charity's governing document and the law.
- Act in your charity's best interests.
- Manage your charity's resources responsibly.
- Act with reasonable care and skill.
- Ensure your charity is accountable.

More detail about these six duties can be found in the Charity Commission document *The essential trustee: What you need to know, what you need to do*.

## The Board

Under the terms of the Articles of Association, the maximum number of Trustees at the Association is twelve. This includes nine Trustees elected by the membership, and three co-opted Trustees appointed by the Board. Co-opted Trustees are appointed for one year terms, and can complete as many consecutive terms as the Board wishes. Elected Trustees are appointed to the Board for three year terms, and can serve a maximum of three consecutive terms before having to step down for a minimum of one year.

The Board will elect a Chair, a Vice Chair (or Vice Chairs) and a Treasurer from their number. The period of office of a Chair is two years, and they may serve a maximum of two consecutive terms as Chair. The terms of office of the Vice Chair and Treasurer are one year, and they can serve as many consecutive

terms as the Board wishes. All details pertaining to elections, appointments and terms are contained within the Articles of Association.

## Expectations

In a normal year it can be expected that the Board will meet four times, approximately in the spring, summer, autumn and winter. Where possible, two of these meetings will be in person, and two online. On occasion it is necessary to convene an Extraordinary Board Meeting to address a particular subject, but these are relatively rare. Trustees are expected to attend as many Board meetings as possible, as well as any training, inductions or additional meetings as might be required throughout the year. It is fully appreciated that Trustees are volunteers and are already busy people, and all reasonable efforts will be made to accommodate individual needs.

## Benefits of being a Trustee

There are many advantages to being a Trustee. You will have a direct influence on the direction of the Association, which in turn will help inspire the entire profession. In addition, you will have the opportunity to gain valuable experience in governance, alongside other training and development to help you progress as required. Participation on the Board of Trustees is also often counted as Continuous Professional Development by many professional organisations, including the Association.

Most importantly, by donating your time and effort to the Association you will be helping to deliver the vision and strategic objectives of the organisation: **to inspire, support and promote the tree care community for a society that better appreciates and cares for trees.**

## Arboricultural Association

The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL  
☎ 01242 522152 ✉ admin@trees.org.uk 🌐 www.trees.org.uk

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An introduction to

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## Further reading

This note is intended to be a very basic introduction, and it is highly recommended that new Trustees familiarise themselves with the more detailed guidance about what it means to be a Trustee.

One of the key documents is *The essential trustee: What you need to know, what you need to do* (Charity Commission, 2020). This can be downloaded here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)

A summary of the six key duties (the Governance Jigsaw) can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/544220/Jigsaw.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf)

Many more documents and additional information from the Charity Commission can be found here:

<https://www.gov.uk/topic/running-charity/trustee-role-board>

CHARITY COMMISSION  
FOR ENGLAND AND WALES

CHARITIES  
The essential trustee: what you  
need to know, what you need to do



The Essential Trustee  
6 main duties



## Contact

For more information or if you have any questions, please contact the Chair of Trustees or the Association's CEO.

**John Parker**

October 2022

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