

Board of Trustees

Organisational Brief

Spring 2021



**Forth
Environment
Link** LINKING PEOPLE AND
THE ENVIRONMENT

Our Values

Forth Environment Link (FEL) is a Scottish environmental charity leading the way on connecting people and place. FEL delivers practical community climate action by supporting more day to day journeys on foot or by bike; encouraging more local food to be grown and eaten in our communities; and helping increase the lifespan of our everyday items.

The following values underpin our activity as an organisation:

People First

Investing in our team to ensure we can provide tailored support where it is needed most.

Enabling

Delivering activity in a way that is practical, easy to understand and accessible to everyone.

Collaborative

Ensuring we work in partnership to add value where we can.

Innovative

Testing and developing new ideas and being a catalyst for change.

Passionate

In everything we do, we demonstrate a love for the environment and our place within it.

Fair

Working in a way that is inclusive and reflects the needs of the people and communities we work with.

Our strategic approach reflects our ambition as an organisation and recognises the role the third sector will perform in delivering national outcomes at a local and regional level.

FEL is partly funded by Scottish Government but is also required to generate additional revenue through grants and other fundraising activities.



Active Travel

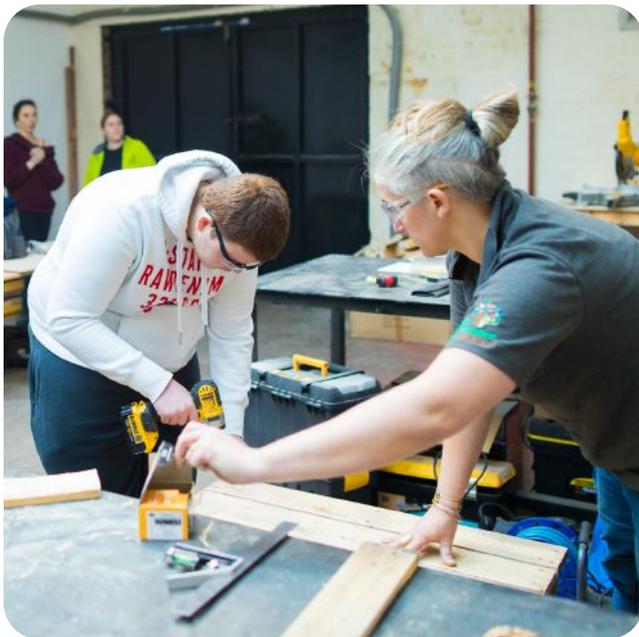
Increasing cycling and walking journeys is an important way to help improve our environment. However, we realise that, more often than not, people need a little helping hand to make it an everyday reality.

From route planning to bike maintenance, buddy commutes to Nordic Walking, FEL's Active Travel team is there to provide advice, support and encouragement. In 2020, we launched a new cycling roadside recovery service The Bike Medic to keep people cycling for longer.



Reuse and Repair

Skills development is at the heart of our reuse and repair projects. Our wood reuse programmes support practical climate action in a way that builds confidence, skills and employability outcomes for young people.



Food and Growing

Local food and the grow, cook and eat agenda is part of FEL's DNA. We work at a hyper local level supporting communities with access to local food and at strategic level, helping small food businesses to get their food to market using the digital food platform, Neighbourfood.



The Opportunity

Forth Environment Link is looking for new Trustees to join the organisation and help shape our future direction as we emerge from the last 12 months of working within a global pandemic.

We are looking for applicants who are passionate about the environment and climate action, possess good independent judgement, will appreciate the collective responsibilities of the Trustee Board and who think strategically. Our Trustees are appointed for a three-year term and can be re-appointed for two further terms of up to three years each.

We wish to increase the diversity, knowledge, age and experience on our Board so hope to attract applications from a wide range of talented individuals. We would particularly welcome applications from groups currently underrepresented on our Board including people from BAME backgrounds, younger people and people who have engaged with our organisation and/or services.

Applications from people with a commitment to community climate action would be welcomed. We are keen to attract people with experience or knowledge in the following areas but these are desirable, not exclusive:

- Digital Leadership
- Training Development
- Youth Engagement
- Energy Systems
- Working with Marginalised Groups
- Diversification of income
- Health & Safety
- Marketing

The Board is currently made up of 8 members and meets every 2 months.



The Opportunity

General Trustee Duties

To enable the organisation to meet its aims, trustees will contribute towards:

- Setting and maintaining the vision, mission and values.
- Developing the strategic direction.
- Ensuring the organisation has the structure and resources it needs for delivery.
- Establishing policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
- Establishing appropriate systems for reporting and monitoring.
- Managing risk and ensure compliance and accountability with the governing document, external regulators and the law.
- Ensuring the financial affairs of the organisation are well managed and reported on accurately.
- Representing the organisation to external stakeholders and partners.

Other duties

In addition to the statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This involves:

- Scrutinising board papers
- Leading discussions
- Focusing on strategic priorities
- Providing guidance on new initiatives

Equal Opportunities

FEL is committed to creating a diverse and inclusive environment. We would welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.



The Opportunity - Treasurer

FEL is looking for a Treasurer to support the financial aspect of the organisation as well as to expand the current knowledge-base and diversity of the existing Board.

Key responsibilities:

- to oversee all financial aspects of the charity, on behalf of the board of trustees, to ensure its short and long-term viability
- to assist the chair, other honorary officers and the chief executive in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

Duties and tasks include:

- to ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board
- to ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- to identify and bring to the attention of the board, any financial risks facing the charity
- - to ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the board's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- to scrutinize the proposed annual budget, and advise and guide the board accordingly
- to scrutinize and evaluate regularly the charity's cash flow position, and to inform the board of any concerns
- to meet the external auditor and the internal auditor once a year
- and formally present the accounts to the annual general meeting drawing to members' attention all relevant matters, and to respond to questions from the Board

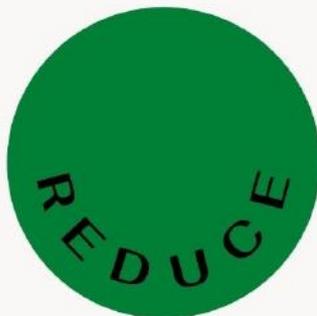


Terms of Appointment

All Trustees undertake their duties on a voluntary capacity. Forth Environment Link will reimburse any expenses incurred on behalf of the organisation where applicable, on request. Trustees are appointed for an initial period of 3 years, renewable for a further term of 3 years. Trustees should be prepared to give the equivalent of at least 10 days' work a year to the organisation on a voluntary basis.

Forth Environment Link would prefer to appoint Trustees who can control their own diary. While it is accepted that Trustees may occasionally have to give their apologies for absence, there is a shared commitment that this will be by exception. Trustees can only give their apologies for a maximum of 2 meetings.

The Trustees meet four to six times a year - currently all meetings are held using Zoom. Meetings would normally be held in FEL's Head Office in Stirling.



General Attributes

Trustees will be expected to have experience in some of the following areas:

- Knowledge and experience of policy areas including, active travel, local food and growing and waste prevention.
- Relevant experience that will assist in implementation of the emerging strategy
- Good understanding of the current political and policy environment in Scotland
- Strategic, financial and budget management, with knowledge of corporate or charity governance.
- Experience of impact measurement
- Procurement
- Human Resources



You will be expected to have an approach that demonstrates personal integrity and empathy for the philosophy of FEL and a belief in “giving back” to society. You will be an independent thinker with sound judgement. Well networked across Scotland with a good understanding of the role of the third sector.

It is expected that you will possess strong networking capabilities that can be utilised for the benefit of the FEL. You will be strategically and financially aware, with an ability to take a wider view than confined by your discipline or background.

Good interpersonal skills including the ability to listen and to communicate ideas, concepts and facts succinctly and empathetically are crucial. Political astuteness and sensitivity as well as having a commitment to share best practice and common values is important.

You will be a critical listener with an ability to ask probing questions. Your communication skills will demonstrate your integrity and awareness of standards in public life.

Trustees will be expected to have strong communication skills and the ability to influence and a track record of engagement in civic society. The post comes with an understanding that there will be a commitment to attend ad hoc and committee meetings, as required.

Our Trustees

It is a great privilege to have recently become the Chair of the Trustee Board. Since joining the Board in May 2019 I have been impressed and heartened by the commitment and creativity demonstrated by everyone in Forth Environment Link. This is a vibrant organisation thoroughly engaged with our communities and adept at building partnerships that promote practical climate action.

We would be delighted to welcome new people to the Board of Trustees and I can assure you that you will find it an exciting and dynamic organisation with which to be involved. I'll look forward to hearing from you.

Lynne McNaughton
Chair, Forth Environment Link

Our Current Trustees

- **Lynne McNaughton, Board Chair**
- **Angela Mitchell, Board Vice Chair**
- **Rod Lawson, Treasurer**
- **Kate Sankey**
- **Sheila Winstone**
- **Alan Stewart**
- **Kate Robinson**
- **Nigel Scott**



Get in Touch

***Email: Lynne McNaughton, Chair, Forth Environment Link:
info@forthenvironmentlink.org***

If you are interested in becoming part of Forth Environment Link's Board of Trustees, please apply online <http://www.forthenvironmentlink.org/latest-news/board-trustees-vacancies>

Closing Date: Friday 30th April 2021

Forth Environment Link is a registered company with charitable status.

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Web: www.forthenvironmentlink.org

Email: info@forthenvironmentlink.org

Company No. 286 723

Scottish Charity No. SCO 019 276