

**IHBC TRUSTEES, 'BOARD MEMBERS' AND 'DIRECTORS':
PERSON SPECIFICATIONS & DESCRIPTIONS OF ROLES ETC**

CHARITY TRUSTEES: SUMMARY DUTIES AND REQUIREMENTS

NB: A nominee for election as IHBC trustee must be either an IHBC Associate, Full Member OR Retired member

[Government](#) summarises charity trustee roles and duties as follows:

- Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.
- Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law....
- ... In some cases you will be unable to comply with your legal duties if you do not follow the good practice. For example:

Your legal duty	It's vital that you
Act in your charity's best interests	Deal with conflicts of interest
Manage your charity's resources responsibly	Implement appropriate financial controls. Manage risks
Act with reasonable care and skill	Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)



For [Scotland](#) trustee duties are described as follows:

A charity trustee must:

1. Act in the interests of the charity:

- 1.1 You must operate in a manner consistent with the charity's purpose
- 1.2 You must act with care and diligence
- 1.3 You must manage any conflict of interest between the charity and any person or organisation who appoints trustees

2. Comply with the 2005 Act (specific duties):

- 2.1 Charity details on the Scottish Charity Register
- 2.2 Reporting to OSCR: making changes to your charity
- 2.3 Financial records and reporting
- 2.4 Fundraising
- 2.5 Providing information to the public.

The IHBC is a Company and its trustees are also Company Directors. The [Charity Commission](#) notes that: 'Company law and the Charities Act impose similar duties on directors of charitable companies and trustees ... In addition, all trustees have a general duty of care which they must apply to all aspects of their role.' (S.8.2)

Anyone interested in the role of trustee in the IHBC should familiarise themselves both with the resources above and with the guidance specific to the IHBC, below.

You should also ensure that you are legally qualified to be a trustee by referring to the guidance linked above. *NB: A nominee for election as IHBC trustee must be either an IHBC Associate, Full Member OR Retired member.*



IHBC TRUSTEES: GENERAL DUTIES AND ROLE DESCRIPTIONS (ALL TRUSTEES, INCLUDING NATIONAL BRANCH TRUSTEES)

NB: A nominee for election as IHBC trustee must be either an IHBC Associate, Full Member OR Retired member

A trustee and member of the Board of the IHBC – regardless of their specific post or role – has primary responsibility for oversight of the strategic, UK-wide interests of the IHBC as a charity and corporate body, including regulation, resources and risk. All trustees have particular responsibility for the oversight of the delivery of the IHBC’s current Corporate Plan and other relevant plans, services and resources.

Trustees elected by a National Branch (WA, SC, NI) are expected to bring Branch information and perspectives to meetings of the Board, and may have variations in their national roles, but as trustees their duties *etc.* are no different from any other trustee.

In addition to duties as a trustee of the charity and director of the company The Institute of Historic Building Conservation (ihbc.org.uk) as described on page 2, and where relevant as an IHBC Officer elected to a specific post as described further below, the post-holder is responsible for the following specific activities, roles and commitments:

- 1) To support, direct and advise the Board in line with a trustee’s statutory and ethical responsibilities and the IHBC’s charitable objectives and current corporate and business plans, including especially regulatory, risk and resource matters.
- 2) To encourage effective progress on, and as necessary to report to the Board on, all matters as agreed by the Board.
- 3) Capacity to commit to at least 6 meetings a year, most ‘virtual’, and to undertake relevant professional networking.

Additional recommended skills, knowledge, experience include:

- 1) Experience in relevant & comparable administrative, management and/or financial roles in voluntary or other organisations, in particular demonstrable involvement with the management, operations and duties of bodies with local, regional, national and/or UK-wide interests.
- 2) Capacity to work with modern IT systems and resources.
- 3) Relevant and demonstrable corporate experience in delivering business plan objectives and targets.
- 4) Knowledge and/or experience of trustee/director or similar roles & duties.
- 5) Experience and knowledge of matters that affect the IHBC’s charitable and related objectives and operations.



IHBC OFFICERS: SPECIFIC DUTIES AND ROLE DESCRIPTIONS CHAIR, VICE CHAIR, TREASURER AND IHBC SECRETARY

Summary

In addition to the trustee duties *etc.* noted above, the IHBC's new Articles identify 4 specific 'Officer' roles: Chair, Vice Chair, Treasurer and Honorary Secretary (Articles 1.1).

The current person specifications and job descriptions are outlined below:

CHAIR

The Chair is a trustee of the IHBC with primary responsibility for the delivery of the Institute's current Corporate Plan. In addition to duties as a trustee of the charity and director of the company, The Institute of Historic Building Conservation (ihbc.org.uk), the post-holder is responsible for the following activities, roles and commitments:

- 1) To support, direct and chair Board meetings and operations.
- 2) To oversee all aspects of shaping, agreeing, delivering, monitoring and developing the corporate and business plans of the IHBC, in conjunction with both elected officers and trustees and the National Office as the executive.
- 3) To liaise, network and negotiate with relevant parties, inside and outside the IHBC, to help deliver on commitments in the current plans.
- 4) To serve as the primary contact and adviser on national roles, issues and networks, including as agreed leading of behalf of the Board.
- 5) To oversee the effective direction and operations of the National Office as the executive in accordance with the advice of relevant trustees.
- 6) To oversee Board/Council/Committee structures, membership, representation, skills sets and planning, ensuring alignment with corporate and business plans as required.
- 7) Capacity to commit to at least 8 meetings a year, most 'virtual', and to undertake relevant professional networking.
- 8) To maintain a current job description of the role, with key duties, activities and annual programmes aligned to corporate and business plans.

Recommended additional skills, knowledge, experience:

- 1) Experience as Chair of a national/UK-wide body, ideally a charity.



- 2) Experience of operating across diverse areas of the heritage, conservation and/or construction sectors.
- 3) Experience of strategic or national/UK operations in relevant voluntary bodies/charities, ideally including the IHBC, and with demonstrable organisational, management & committee achievements.

VICE CHAIR

The Vice Chair is a trustee of the IHBC with primary responsibility for supporting the Chair in the delivery of the Institute's current Corporate Plan. In addition to duties as a trustee of the charity and director of the company, The Institute of Historic Building Conservation (ihbc.org.uk), the post-holder is responsible for the following activities, roles and commitments:

- 1) To support the Chair in Board meetings and operations.
- 2) To support the Chair in overseeing all aspects of shaping, agreeing, delivering, monitoring and developing the corporate and business plans of the IHBC, in conjunction with both elected officers and trustees and the National Office as the executive.
- 3) As agreed with the Chair and Board, to liaise, network and negotiate with relevant parties, inside and outside the IHBC, to help deliver on commitments in the current plans.
- 4) As agreed with the Chair and Board, to assist in overseeing the effective direction and operations of the National Office as the executive in accordance with the advice of relevant trustees.
- 5) Capacity to commit to at least 8 meetings a year, most 'virtual', and to undertake relevant professional networking.
- 6) To maintain a current job description of the role, with key duties, activities and annual programmes aligned to corporate and business plans.

Recommended additional skills, knowledge, experience:

- 1) Experience as trustees or board member of a national/UK-wide body, ideally a charity.
- 2) Experience of operating across diverse areas of the heritage, conservation and/or construction sectors.
- 3) Experience of strategic or national/UK operations in relevant voluntary bodies/charities, ideally including the IHBC, and with demonstrable organisational, management & committee achievements.

TREASURER

The Treasurer is a trustee of the IHBC with primary responsibility for the Institute's finance and related portfolios. In addition to duties as a trustee of the charity and director of the company, The Institute of Historic Building Conservation (ihbc.org.uk), the post-holder is responsible for the following activities, roles and commitments:

- 1) To shape, agree with the Board and National Office, and help deliver on the annual budget projections of the IHBC, in line with current corporate and business plans, as well as wider financial resource commitments and plans.
- 2) To report financial progress to the Board in accordance with procedures and timetables, and to oversee responses to relevant queries from trustees and other relevant parties.
- 3) To report progress to the Board on other relevant matters regarding the delivery of the current corporate business plans and any other related committee business or interests.
- 4) To maintain appropriate and proportionate oversight and risk review of critical budgets and budget lines.
- 5) To serve as the primary contact on financial, project and cost matters, maintaining contact and communication across relevant internal and external networks, bodies and interests.
- 6) Capacity to commit to at least 8 meetings a year, most 'virtual', and to undertake relevant professional networking.
- 7) To maintain a current job description of the role, with key duties, activities and annual programmes aligned to corporate and business plans.

Recommended additional skills, knowledge, experience:

- 1) Experience in serving as Treasurer – or in comparable role - in a local, national/UK-wide body, ideally a charity.
- 2) Experience of operating across diverse areas of the heritage, conservation and/or construction sectors.
- 3) Experience of strategic or national/UK operations in relevant voluntary bodies/charities, ideally including the IHBC, and with demonstrable organisational, management & committee achievements.



IHBC SECRETARY

The Secretary is a Trustee of the IHBC with primary responsibility for the Institute's administrative & personnel affairs, including alignment of planning with internal capacity. In addition to duties as a trustee of the charity and director of the company, The Institute of Historic Building Conservation (ihbc.org.uk), the post-holder is responsible for the following activities, roles and commitments:

- 1) To support the Chair in shaping, agreeing with the Board, and delivering on the current Corporate Plan of the IHBC.
- 2) To monitor and ensure effective reporting to the Board on those aspects of the current and future plans dependent on executive and volunteer capacity, including Human Resources, and respond to and address related procedural, operational and constitutional matters.
- 3) To ensure that the disciplinary, administrative, statutory and corporate responsibilities, including line management of the National Office, are observed, in line with corporate objectives & capacity.
- 4) To maintain oversight of Board, Council, Committee and executive operations and standards, and compliance with charitable obligations.
- 5) To serve as the primary contact on relevant advisory and networking matters.
- 6) To help oversee Board membership, representation, skills sets and focus, ensuring alignment with business plan objectives.
- 7) Capacity to commit to at least 8 meetings a year, most 'virtual', and to undertake relevant professional networking.
- 8) To maintain a current job description of the role, with key duties, activities and annual programmes aligned to corporate and business plans.

Recommended additional skills, knowledge, experience:

- 1) Experience in serving in comparable role in a local, national/UK-wide body, ideally a charity.
- 2) Experience of operating across diverse areas of the heritage, conservation and/or construction sectors.
- 3) Experience of strategic or national/UK operations in relevant voluntary bodies/charities, ideally including the IHBC, and with demonstrable organisational, management & committee achievement.