



The countryside charity  
Oxfordshire

Campaigning to protect our rural county

July 2022

CPRE Oxfordshire  
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## **CPRE OXFORDSHIRE – TRUSTEE INFORMATION (CPRE Oxford Chair)**

The CPRE Oxfordshire Branch operates at a county-wide Oxfordshire level, but has five volunteer District Committees each reflecting a local authority area (eg Oxford, South Oxfordshire, Cherwell). Our District Chairs are as a matter of course invited to join our board of trustees.

The activities and running of CPRE Oxfordshire are overseen by this trustee board - the Branch Executive Committee (BEC). This currently comprises a Branch Chair, 2 Vice Chairs, Treasurer, Honorary Secretary, three ordinary members and four District Chairs. The BEC meets four times a year (either in person at the Branch Office in Watlington or virtually via Zoom) plus an AGM (normally a Saturday in June/July).

As well as proactive work protecting the countryside, which can be tailored to suit your own interests and skills, there are a range of more general trustee responsibilities:

- Contributing actively to the role of the Executive Committee in setting the strategic direction for the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Helping to ensure that the charity complies with its constitution, charity law, company law and any other relevant legislation or regulations.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity.
- Ensuring the financial stability of the charity and the proper investment of the charity's funds.
- Appointing staff and monitoring their performance.
- Being an advocate for the charity and taking part in events. We ask that all trustees are, or are willing to become, members of CPRE Oxfordshire.

In addition, trustees are invited to become Directors of the associated CPRE Oxfordshire limited company, to ensure limited liability.

### **What we need from you:**

You will be home-based, carrying out activities around your other commitments and attending occasional meetings (see above).



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This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your skills and experience to make a real difference and being part of a friendly, passionate group.

All charity Trustees should have:

- a commitment to CPRE
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind and participate fully in meetings
- a strong interest in the countryside
- good computer literacy - the internet, e-mail and MS Word or equivalent

As a District Chair, we anticipate that the majority of your time input would be in relation to District matters (see separate role description). Additional time commitments related to the trustee role would be largely confined to the quarterly trustee meetings, which provide a valuable opportunity to exchange information and best practice with our other Districts.

In accordance with our constitution, our Trustees have the option to serve for up to six years.

For an informal discussion about the trustee role (incl. how this relates to the District Chair role), please contact our Branch Director Helen Marshall: [director@cpreoxon.org.uk](mailto:director@cpreoxon.org.uk) M: 07791 376365.

For more general information about the work of CPRE Oxfordshire and other volunteering roles available, please contact the Branch Office on 01491 612079,  
E: [administrator@cpreoxon.org.uk](mailto:administrator@cpreoxon.org.uk) or visit our website: [www.cpreoxon.org.uk](http://www.cpreoxon.org.uk)