

Trustee Role Description

Thank you for being interested in York Climate Commission and the vital role that its Trustees will play in setting us up for successful delivery of our purpose: to champion, collaborate and challenge action on climate change to benefit the natural environment of the city as well as to create a healthier, more prosperous and future-proofed city for current and future generations.

What will Trustees do?

Trustees will strategically oversee the management and administration of York Climate Commission, ensuring that we have a clear strategy and that our work and goals are in line with our vision. They will also support and challenge the leadership team to enable York Climate Commission to grow and thrive and through this, achieve our mission.

Trustees are members of a Board with collective responsibility. This means that Trustees always act as a group and not as individuals.

In particular, Trustees will:

- Contribute to the broader promotion of York Climate Commission's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Support and provide advice on York Climate Commission's purpose, vision, goals and activities.
- Provide support and challenge to York Climate Commission's leadership team, to help ensure the effective running of the organisation.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee York Climate Commission's financial plans and approve the organisation's financial statements.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Use independent judgment, acting legally and in good faith, to promote and protect York Climate Commission's interests, to the exclusion of your own personal and/or any third-party interests.

What are we looking for from a Trustee?

We are looking for people willing to bring energy, enthusiasm and commitment to the role. As we are establishing the Board for the first time, we are looking for a range of applicants that will bring diversity of thinking to the Board and represent those who live, work or visit York. You do not need to have previous Trustee experience. In order to maintain York Climate Commission's political neutrality, Trustees must not be politically active or representatives of a political party¹.

Personal skills and qualities

- Enthusiasm for York Climate Commission's vision and mission.
- A connection to the city of York: that you regularly live in, work in or visit the city.
- A willingness and ability to understand and accept your responsibilities and liabilities as a Trustee and to act in the best interests of York Climate Commission.
- The ability to think creatively and strategically, exercise good, independent judgement and work effectively as a member of the Board.
- Effective communication skills and willingness to participate actively in discussion.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

What are the details of the commitment?

Terms of office

- Trustees are typically appointed for a 3 year term of office with possible renewal for 2 further terms to a maximum of 9 years.
- Initially, as all Trustees are being appointed at the same time, some Trustees may be subject to re-election by members at more frequent intervals in order to meet the requirements of the Charity Commission. However, the maximum possible term will remain 9 years.
- This is a voluntary position, and no remuneration or expenses will be paid.

Time commitment

- Attending 4 Board meetings annually. These are expected to take a hybrid format of face-to-face in York where possible with an option to join remotely.
- Attending the AGM in York.
- You will be required to read board papers, policies and other documents ahead of meetings.

Committee membership

Currently there are no formal sub-committees of the Board but over time this might evolve. Ad hoc and occasional support might be expected through working groups and/or support to the leadership team.

¹ with the exception of the City of York Councillor for the Environment who acts as an ex-officio Trustee

Legal requirements

Trustees will be expected to sign a declaration stating that you:

- Are willing to act as a trustee of York Climate Commission;
- Understand York Climate Commission's purposes (objects) and rules set out in its governing document;
- Are aged 16 or over;
- Are not prevented from acting as a trustee because you:
 - Have an unspent conviction for one or more of the offences listed here²
 - Have an IVA, debt relief order and/or a bankruptcy order
 - Have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - Have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - Have been disqualified by the Charity Commission
 - Are a disqualified company director
 - Are a designated person for the purposes of antiterrorism legislation
 - Are on the sex offenders register
 - Have been found in contempt of court for making (or causing to be made) a false statement
 - Have been found guilty of disobedience to an order or direction of the Charity Commission

Application Process

1. Please provide a brief CV and short covering letter setting out:
 - a. Why you want to be a Trustee of York Climate Commission.
 - b. What you feel you will bring to the role of Trustee at York Climate Commission.
 - c. Any relevant Trustee experience (if applicable)
2. Please confirm that you are happy for your CV and covering letter to be shared with members should you be shortlisted for election
3. Please confirm that you meet the legal requirements set out in the role description above
4. All those who apply and meet the legal requirements will have an informal interview with the co-chairs of York Climate Commission.
5. All those who demonstrate the personal skills and qualities outlined above during the informal interview will be shortlisted.
6. Shortlisted Trustees will be subject to election by members of York Climate Commission at the AGM.

Timeline

Submit application and relevant confirmations – by 31st January 2026

Informal interviews – February 2026

AGM – 18th March 2026

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt