

## **Letchworth Garden City Heritage Foundation**

### **Governor Role Description**

**February 2022**

*Do you want to play a part in helping us shape how Letchworth Garden City develops in the future?*

As a Governor of the Heritage Foundation your role is to help us understand our local community better and support us to develop our future strategies, realise opportunities and make a positive social impact.

### **Purpose of the role**

The purpose of the Governor role is to represent the local community, actively sharing with us your knowledge and understanding of the community's needs in Letchworth Garden City, contribute to shaping the Foundation's strategies and policies, supporting our activities and ensuring the success of the Foundation in delivering positive improvements for the Garden City.

Elected, Nominated or General Governors have equal status and all share this common purpose.

### **What does the role require of you?**

- To understand, articulate and champion the needs of the local community, ensuring the Foundation benefits from your insight and knowledge
- To contribute to the success of Foundation projects, policy and strategy development, working groups or committees, where you will work to an agreed annual action plan
- To be a passionate advocate for Letchworth Garden City
- To constructively engage and communicate with Trustees, staff and volunteers as well as fellow Governors, being a critical friend and attending all Governor meetings as required
- To demonstrate your commitment to diversity and equality
- Ensuring our objectives and policies are fit for purpose and reflect best practice
- To adhere to the values and rules of the Foundation and its Code of Conduct and observe the Nolan principles

### **The qualities you will find useful in this role:**

- Good communication skills with both individuals and working in groups and Committees
- Strong relationship management, empathy and interpersonal skills
- Inquisitiveness, objectivity and the ability to analyse and discuss a wide range of information and evidence
- Able to think creatively about the future of the town and the Foundation's role in its development
- A willingness to engage with the community and local stakeholders

### **Knowledge and interests**

- Interest and awareness of the needs of our local communities
- You will develop your knowledge and understanding of the role of the Foundation including our governance and reinvestment model, charitable objectives, scheme of management and maintenance of the Letchworth estate

- Nominated Governors are expected to bring specific sector knowledge to provide us with strategic advice and to utilise your networks/partnerships to support us to understand community need in your category of nomination:
  - Heritage and the preservation of buildings and other items of historical interest;
  - The preservation of the environment;
  - Artistic and cultural activities;
  - Sports;
  - Recreational and leisure activities;
  - Social welfare and the relief of poverty;
  - Education;
  - Health and wellbeing.

Governors are also encouraged to take a lead on areas of interest to the Foundation and to you as a Governor. For example, this might include:

- leading on business relationships and economic insight
- being a diversity and equality champion
- supporting young people's engagement with the Foundation
- be a volunteering champion
- supporting local neighbourhood and social action amongst others.

These lead responsibilities will be agreed with you when you join us and annually thereafter.

All Governors are encouraged to take part in the Foundation's Committees and Working Groups. These presently include Grants Committee, Household Applications Committee, Housing Development Committee and Risk and Internal Audit Committee. These will change and evolve over time.

### **What we offer**

- Induction and development programme
- Access to learning, resources and research about the town and the Foundation's activities
- Ability to influence our policy and strategy
- Dedicated Trustee and executive lead to facilitate communication and engagement
- Payment of out of pocket expenses

### **Commitment**

This is a volunteer role with an expected time commitment of up to 4 hours a month. Involvement in a Committee/Working Group will typically average a further 4 hours per month. Meetings are usually held in Letchworth Garden City. We expect to continue to hold some meetings virtually.

### **Election and appointment as a Trustee**

When a vacancy arises, you will have the opportunity to stand for election to become a Trustee if you wish to. Trustees hold the legal and fiduciary responsibility for the Foundation as a charity. There is a separate role description for Trustees to reflect these additional responsibilities.