

## TRUSTEE RECRUITMENT

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The Travel Foundation (TF) is a UK registered charity working with the travel and tourism sector to build a more sustainable future. Our vision is of “a world where tourism provides the greatest benefits for people and the environment in destinations” and our mission is to “bring together public, private and third sector stakeholders to develop practical solutions that maximise the benefits of tourism and minimise the negative impacts in destinations”. To achieve this, we work with tourism organisations to develop and implement initiatives that promote cross-sector collaboration, build local capacity and enable the long-term incorporation of more sustainable practice.

Our organisational strategy puts an emphasis on working with travel and tourism stakeholders who are looking to lead the way in sustainability, developing strategic programmes that showcase best practice and support long term behavioural change. The expected outcomes of these programmes include: identifying, measuring and managing the impacts of tourism activities, embedding sustainability into core tourism policies, frameworks and operational practice, and sharing good practice with the aim of inspiring change at scale.

Due to Trustee retirement, we are looking to make a new Trustee appointment for a three-year term.

## DESCRIPTION OF DUTIES

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The duties of a Trustee are as follows:

- + Active contribution to the Travel Foundation Board, providing strategic direction to ensure the charity pursues its stated objects, sets clear goals and evaluates performance
- + Ensuring that the Travel Foundation complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- + To ensure the Travel Foundation uses its resources exclusively in pursuance of its charitable objects
- + To ensure financial stability of the Travel Foundation and ensure the proper investment of the charity's funds
- + Safeguarding the good name and values of the charity
- + Ensuring the effective and efficient administration of the Travel Foundation including having appropriate policies and procedures in place
- + Following proper and formal arrangements for the appointment, supervision, support and remuneration of the Chief Executive

In addition to these duties, Trustees will use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:



- + Promoting and communicating the work of the Travel Foundation
- + Scrutinising board papers
- + Leading discussions
- + Influencing decision-makers
- + Focusing on key issues
- + Providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise

## Person Specification

- + Commitment to the Travel Foundation and to the principles of sustainable tourism
- + A willingness to devote the necessary time and effort
- + Strategic vision
- + Good independent judgement
- + Ability to think creatively
- + Willingness to speak their mind
- + An understanding and acceptance of the legal duties, responsibilities and liabilities or trusteeship
- + The ability to work effectively as part of a team
- + A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership