

## Invitation for new Board Members – Briefing document

### *The Function of the Board*

The Board of Trustees is the governing body of Garden Organic. In conjunction with the Executive team, it determines the organisation's vision, mission, purpose, strategic direction and organisational-level aims. The Board approves the Strategic Plan, the Business Plan and the annual operating plan and associated budget.

### *Duties and responsibilities of Board Members:*

<b>Term of office</b>	Members of the Board shall hold office for a maximum of two terms of 5 years or until they are due to retire by rotation as listed in our Memorandum & Articles of Association.
<b>Time required</b>	Board Members are required to attend Board meetings and other relevant meetings, take part in committee work (relevant to skills/experience) and contribute to the effectiveness of the Board. The time required normally comprises: <ul style="list-style-type: none"><li>• Four meetings of the Board per annum, held on weekdays and Saturdays, plus the AGM and an annual workshop/seminar.</li><li>• Service on committees or working groups during your term as a Board Member. Most committees meet quarterly, with meetings lasting for no more than 2 hours. Attendance by telephone conference is possible.</li><li>• Time between meetings for briefing, reading papers and reports, following up matters, discussions with other trustees and the Chief Executive Officer, etc.</li></ul>
<b>Responsibilities</b>	Board members are both the Trustees and the company directors of Garden Organic, with legal responsibility for managing the organisation appropriately. Further information can be found from the Charity Commission - see CC3: The Essential Trustee: what you need to know The key responsibilities and the desired person specification for trustees are set out in the enclosed 'Role Description for a Garden Organic Trustee'
<b>Representation</b>	Board Members are individuals "on their own recognisance"; as required by charity law. They do not, and cannot, represent any part of the organisation.
<b>Induction, Training and Support</b>	New Board Members may take the opportunity to visit Garden Organic to meet staff and to understand the full range of the work. A date will be set for an induction session and it is essential all new trustees attend. The training, support and development needs of the Board as a whole and of individual trustees is reviewed annually.

<b>Expenses</b>	Board Members are entitled to claim appropriate travel expenses for attending meetings, on production of receipts.
<b>Skill set</b>	<p>We welcome enquiries from any member who has the time, commitment and ability to work at a strategic level, and the skills required to contribute to our forward-thinking, national organic gardening charity.</p> <p>When applying, members should briefly state what practical experience they have and what they are able to contribute to the organisation.</p>
<b>Restrictions</b>	Applicants must be over 18, members of Garden Organic and have no reason as to why he/she cannot be a charity trustee.

***Information for people considering standing or nominating someone for election to Council at the forthcoming AGM to be held on Thursday 20 June 2019.***

***Timetable:***

- There will be an Introduction Day for potential new Trustees on Thursday 13 December 2018.
- Nominations by 5pm, Friday 8 February 2019
- Candidates will be notified by Monday 18 February 2019.
- Voting papers available to members. Inserted into *The Organic Way* magazine, due out March 2019.
- The Chief Executive and the Chair will meet with anyone nominating or considering nominating themselves to discuss requirements and criteria.

Further information can be found in our Memorandum and Articles of Association which are available on our website at [www.gardenorganic.org.uk](http://www.gardenorganic.org.uk).

Council Nominations 2019 to be received by 5pm, Friday 8 February 2019.

Only Garden Organic Members may stand for Council. To apply, please send in writing the following information to The Secretary c/o Garden Organic, Ryton Gardens, Coventry CV8 3LG.

Member's name:

Title: First name:

Last name:

Membership number:

Address:

Postcode:

Telephone:

Email:

Please state if you have served on the Council before and, if so, for how long:

Please prepare 200 words (on a separate sheet) explaining why you are standing and specifically how you meet the skills profile and what you are able to contribute to the Council of Garden Organic. These are to be attached to the completed nomination form.

Signature:

Date:

Secunder's name:

Title:      First name:              Last name:

Membership number of secunder:

Address:

Postcode:

Telephone:                      Email:

Signature:

Date:

Your application must be a hard copy and received at:  
Garden Organic

Ryton Gardens

Coventry CV8 3LG

no later than: 5pm, Friday 8 February 2019

Please mark your envelope for the attention of Julie Court, Company Secretary.

The Organisation is committed to ensuring any personal data will be dealt with in line with current data protection laws (General Data Protection Regulation (GDPR) and the Data Protection Act 2018). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Garden Organic, Ryton Gardens, Wolston Lane, Ryton on Dunsmore, Coventry CV8 3LG

Garden Organic, the working name of the Henry Doubleday Research Association, is a company limited by guarantee, registration number 2188402 and is a registered charity in England and Wales (no. 298104) and Scotland (SC046767). VAT No. 258 0869 69. Registered office: Ryton Organic Gardens, Wolston Lane, Coventry, CV8 3LG

[www.gardenorganic.org.uk](http://www.gardenorganic.org.uk)