



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

IHBC Branch Appointed Trustee: Job description

The Branch appointed trustee is a trustee of the IHBC with primary responsibility for the strategic, UK-wide interests of the IHBC as a charity and corporate body. This trustee has particular responsibility for reporting on the delivery of the relevant annual Branch Plan, in accordance with the terms of that Branch Plan and with particular reference to national frameworks such as the IHBC's current Corporate Plan and other relevant guidance.

Primary duties for Branch appointed trustees are as Directors of the company and as Trustees of the charity (see links at http://www.ihbc.org.uk/about/corp_papers/corp_papers.html).

Alongside any duties identified in the Branch Business Plan, the post-holder is responsible for the following activities & roles:

1. To support, direct and advise Council in line with a trustee's statutory and ethical responsibilities and the IHBC's professional standards
2. To encourage effective progress on, and as necessary to report to Council on, Branch activities in line with the relevant Business Plan.

Skills, knowledge, experience & commitment

1. Experience in relevant & comparable administrative, management and/or financial roles in voluntary or other organisations, in particular demonstrable involvement with the management, operations and duties of bodies with UK-wide interests
2. Capacity to work with modern IT systems and resources
3. Relevant and demonstrable corporate experience in delivering business plan objectives and targets
4. Capacity to commit to at least 4 meetings a year (most in London)
5. Full membership of the IHBC and current CPD.

IHBC October 2012