



## Vice-Chair and Trustees – Prestwood Nature

[www.prestwoodnature.org](http://www.prestwoodnature.org)

We are looking for new Trustees and a Vice-Chair to join the PN Council/Board of Trustees.

Prestwood Nature is a community group and a registered charity that champions nature in the Prestwood and Great Missenden and Kingshill area. We organise events about nature; manage several nature sites to ensure greater biodiversity; monitor wildlife; and have an active membership many of whom volunteer their time for nature.

We have a friendly, experienced and energetic group of trustees (or Council members, as we call them) from the local community and are seeking additional members to bring our numbers back to full capacity of 12 Trustees. We also are creating a Vice-Chair role within our team to help with succession planning and ensure that the organisation can continue to be sustainable.

As a Trustee, you will ensure that Prestwood Nature:

- Makes plans that are effective and helpful to nature and the community;
- Is effectively and efficiently administered;
- Is financially stable;
- Complies with its constitution, charity law and other relevant regulation;
- Applies its resources to achieve its objectives;
- Engages the community, its volunteers and others effectively.

As Vice-Chair, you will be expected to:

- Deputise for the Chair as necessary
- Be a signatory to the bank account
- Participate in at least one of our four practical work teams: communications, events, sites and biorecords.

We are interested in hearing from people who are able to demonstrate:

- A passion for nature and the local community;
- A connection with the local area (such as living or working in or near Prestwood, Great Missenden and Kingshill area);
- Commitment to the mission and values of Prestwood Nature;
- Ability to spend around six hours a month on supporting us;
- Integrity and good judgement;
- Ability to think creatively and work effectively in a team;
- Acceptance of the [legal duties and responsibilities of being a Trustee](#).

Boards are more effective if trustees have a diverse range of skills, knowledge, ages, backgrounds and experiences.

We are keen to improve the diversity of our team and would particularly welcome expressions of interest from:

- young people;
- people who are underrepresented in the environment sector;
- people with experience of leading teams of conservation volunteers

### **Time commitment**

Being a Trustee is a commitment and we aim to be upfront about what it involves. We have four Council meetings per year, each lasting up to two hours, often on Zoom. There's also an in person AGM. The practical teams meet as required. Each meeting will require reading the papers and carrying out some follow up actions after the meeting. Teams will require some administrative and practical work. On average it probably works out at around 6 hours a month.

We are looking for anyone who might be interested come along as an observer now with a view to seeking formal election in November 2024.

### **Expenses**

This is a voluntary, unpaid position. Small reasonable expenses can be reimbursed.

### **Find out more**

If you would like to apply, or find out more, please contact Helen Matthews, [chair@prestwoodnature.org](mailto:chair@prestwoodnature.org) to arrange an informal chat.

Closing date for applications is 31 March 2024