



Role Description – Board Member

About Us

Glasgow Building Preservation Trust is a charity that works to rescue, repair and restore historic buildings at risk across the city.

We are a strategic partner of Glasgow City Council and act as a key part of Glasgow's toolkit for development and regeneration of the city's built heritage, usually working in partnership with other charities and community groups to give redundant buildings a new purpose and return them to viable use.

Since 1982, we have delivered countless options appraisals and feasibility studies alongside 30 major restoration projects. As well as saving some of Glasgow's most important and well-loved buildings, we also deliver heritage activities throughout the city, helping communities engage with their histories.

Having brought the concept to the UK in 1990, we run the annual Glasgow Doors Open Day Festival in September, which attracts almost 40,000 visits to over 220 events including opening historic buildings, heritage trails, talks and other activities.

Our Governance

As a company limited by guarantee with charitable status, we are governed by a Board of up to 12 Directors / Trustees, and run by a staff team of 7.

The Board meets quarterly and currently consists of 5 directors elected from the Membership, 2 Co-Opted Directors and 2 directors nominated by Glasgow City Council.

Our Finances

The Trust covers its running costs largely from earned income, and our funding comes in a number of ways:

- project management fees earned delivering feasibility and options studies;
- project management fees and development surpluses earned on GBPT projects;
- consultancy fees charged in supporting other organisation's projects;
- revenue grant support from Glasgow City Council;
- grants and donations from public and charitable bodies;
- gifts and legacies from individuals;
- membership subscriptions.

As a charitable organisation with voluntary directors, any surplus funds reinvested to further the charitable objectives of the Trust.



ROLE DESCRIPTION

Title:	Board Member (Director/Trustee)
Remuneration:	This is a voluntary position and as such is non-remunerated. Out-of-pocket expenses incurred whilst representing GBPT or conducting its business will be reimbursed.
Responsible for:	The governance of Glasgow Building Preservation Trust
Location:	Board meetings are normally held at Trades Hall, 85 Glassford St, Glasgow, G1 1UH

Summary of role

Directors of the company will be required to contribute to the effective governance and legal and financial control of the company, and will provide strategic direction to the staff team, via the Chief Executive. This strategic management role is crucial in helping the staff team to secure commitment, resources and investment from the public, voluntary and private sectors whilst ensuring the participation of local communities.

Directors of the company are bound by Company Law and Charity Law and all relevant legislation in this respect and are also responsible ultimately for health and safety, public liability and financial liability for the company (although it is recognised that much of the day to day management role in these respects will be performed by the staff team employed for this purpose, under the management of the Chief Executive).

To deliver heritage projects, GBPT secures funding from a wide range of sources including Glasgow City Council, Historic Environment Scotland, the National Lottery Heritage Fund, Architectural Heritage Fund and various charitable trusts. This funding is generally capital grant funding for heritage conservation work and the Trust generates most of its income from services provided to its own and other organisation's projects.

Directors / Trustees will be able to contribute to this strategic and governance function of the board, as well as bringing their own professional and life skills to bear in support of the Trust's work.

Time Commitment

- The Board currently meets 4 times a year (generally 2 hours per meeting)
- Preparation time for each board meeting reading the papers circulated in advance, together with updates and other correspondence between meetings
- Attendance at occasional interim or sub-committee meetings may also be required
- It is anticipated that commitment would be approximately 1-2 hours per month.



- All Trustees undertake an induction process at the start of their term and will be offered a training course by an external provider relating to being a charity board member
- Directors serve for a three year terms (maximum 2 terms). This is currently being reviewed and may increase.

General Responsibilities as a Trustee

- To be a strategic sounding board to the Chief Executive and support the work of staff
- To support the Chair and other office bearers
- To ensure effective and transparent governance of the charity
- To collaborate with board colleagues and ensure sound working practices as a Board
- Provide financial oversight and approve annual budgets to ensure financial sustainability
- Ensure compliance by the charity with its governing documents, company and charity law and all other relevant legislation and regulations to ensure GBPT uses its resources in pursuance of its objects.
- In all other respects to fulfil the fiduciary and statutory duties of a charity trustee and company director as set out by the Office of the Scottish Charity Regulator

Person Specification

We would particularly welcome applications from people with experience in the following areas:

- Finance
- Law
- Fundraising/Philanthropy

We believe that our board should reflect Glasgow's diversity and particularly welcome applicants from minority ethnic backgrounds.

We would like successful applicants to:

- Share our beliefs and be passionate about our Trust's purpose
- Be an excellent communicator, able to engage with the cross-section of volunteers, staff, trustees, stakeholders and funders
- Apply commercial and business acumen to charitable activities
- Show enthusiasm to participate in relevant training or development activities or events