

Gardening with Disabilities Trust (GDT)

Chair of Board of Trustees – role overview

The Chair, as a Trustee of the Board is expected to conduct themselves in accordance with the GDT's constitution, abiding by applicable laws and guided by the principles of Charity Commission good governance linked here [CCG English FINAL highres.pdf](#).

As Chair of the Board, this document sets out in more detail the additional responsibilities expected of the holder of this office.

Primary role:

- To chair the Board ensuring that the charity is guided by the principles of good governance, with agreed priorities, appropriate structures and processes and encouraging consultation and a supportive culture
- To maintain oversight of any properly constituted sub-committees of GDT, including but not limited to the volunteer Executive Committee either being appointed to membership or being entitled to attend any committee in an ex officio capacity
- To optimise the relationship between the Board, and any committee(s) and the volunteers who serve on them.
- To promote a culture of equality, diversity and inclusivity in GDT

In More Detail

General Management

- To provide leadership to the Board to assist in the formulation and regular review of strategic aims and objectives for GDT, in consultation with Trustees and Executive Committee representatives.
- To ensure that GDT functions within the legal, regulatory and financial requirements applicable to a charitable organisation and strives to achieve best practice
- Through the Executive Committee ensure the financial stability of GDT and that appropriate resources (personnel, financial, material) are secured in order to achieve agreed strategic aims and objectives.
- To monitor and regularly review progress of GDT against its key charitable objectives and aims.

- To act in the best interests of GDT at all times.

Meetings

- With the Chair of the Executive Committee develop appropriate and relevant agendas for meetings of the Board
- To attend and chair the meetings of the Board ensuring that they function effectively and carry out their duties.
- To maintain oversight of any properly constituted sub-committees of GDT, being entitled to attend any committee in an ex officio capacity
- To monitor the effective implementation of decisions taken by the Board.

Trustees

- To ensure the Board works as an effective team using an appropriate balance of skills, experience, background and knowledge to make informed decisions
- To encourage the development of strong working relationships between Board members, encouraging debate and discussion and creating a positive culture reflecting the values of the organisation
- To oversee the timely recruitment of trustees with specific/relevant expertise and skills which have been identified as desirable

Management of the Executive Committee

- Through the Chair of the Executive Committee and by direct action to support, monitor and review the work of the committee
- To ensure that the organisation has appropriate procedures, e.g.:
 - To receive, review, moderate and award grants on behalf of the charity in accordance with its charitable aims
 - To receive regular progress reports of the organisation's work through the Executive Chair, Secretary and Treasurer
 - To reflect to the Board any concerns raised by the Executive Committee
 - In consultation with the Board and Executive Committee Chair, to agree an annual calendar of meetings of the Board and major events for GDT.
- Through the Executive Committee Chair to ensure regular communications between the Board and the members of the executive committee

Financial Management

- With the Board to set the financial strategy of the organisation and ensure it is adhered to
- To ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available

- To ensure that any surplus funds are invested for the benefit of GDT using the assistance of professional investment managers where appropriate.

Promotion of the Gardening with Disabilities Trust

- To serve, in conjunction with fellow Board and executive members as the public face of GDT.
- To promote the organisation to a wider audience of potential donors and beneficiaries and to actively seek financial support for the charity.
- When using social media, whether in a private or professional capacity, to ensure that in all such communications:
 - o They do not bring GDT into disrepute;
 - o They refrain from publishing any information regarding GDT which has been received in confidence;
 - o They do not engage in discussions about matters which are confidential to the organisation.

Commitment and terms

Trustee appointments are for an initial term of three years with two optional additional appointments of three years each. The appointment of the Chair is in line with the Trustee terms of office.

The Chair is expected to attend all Board meetings and, if possible to also attend a number of the Executive committee meetings in a supportive capacity.

The role is voluntary.

The Candidate

Ideally you will have previous experience of chairing for a charity or not for profit Board or will have experience as a Trustee in such an organisation.

You will share our enthusiasm for the aims of the charity, will be prepared to work with the volunteers on the Board and the Executive Committee to continue to raise the funds that we distribute to our beneficiaries.

You will want to be involved in supporting the charity and its activities. The day to day management of the grant process is undertaken by our most able Executive Committee and the Chair and Trustees support with fundraising and continuing to raise the profile of the charity overall.

The likely time commitment equates to about 1 day per month spread across smaller interventions as the need arises.

The Recruitment process

Will be led by a small sub committee of the Board and will involve informal and formal searches and discussions and in-person meetings, due diligence and reference taking throughout the summer of 2026. This will lead to a recommendation of appointment being made to the Trustee Board towards autumn 2026.

If you would like to arrange an informal discussion regarding this opportunity please contact Trustee, Sue Medway by email on suemo22@icloud.com.

To apply please submit your CV and a summary of your suitable experience to Trustee, Sue Medway on suemo22@icloud.com before the closing date noted below.

The closing date for initial applications 30 July 2026.