

## **REGIONAL ADVISORY BOARD MEMBER: ROLE PROFILE**

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### **1. PURPOSE OF THE ROLE**

**1.1** A volunteer role who will help ensure the Regional Advisory Board delivers its purpose which is to:

- Provide 'Reach' – utilise local knowledge, ideas and capacity to build new relationships, including to enable more people to use and enjoy the waterways; actively seek to 'reach' the diverse local communities that the Trust serves.
- Act Local – translate national priorities into local initiatives, feeding into the Trust's integrated business planning process.
- Advise – inform the Trust's strategic planning and thinking, help the Trust remain relevant by proactively gathering and feeding back on local 'outside world' priorities, opportunities and risks.
- Connect and Influence – identify, engage with and enable access ('open doors') to relevant local and regional decision-makers and policy-formers, across all sectors; broaden the Trust's engagement with local 'power bases'; help the Trust grow its supporter base, including helping to raise awareness of the Trust in the local community.
- Be Pioneering/Pathfinding – identify and trial new ways of delivering Trust ambitions and priorities and meeting objectives.
- Share – develop sustainable mechanisms to exchange learning, resources and ideas between Partnerships.

**1.2** To support and promote the work of the Trust and ensure its values are evident in all the work of the Partnership.

### **2. DUTIES AND RESPONSIBILITIES**

#### **2.1 General Duties**

- To attend and contribute to the work programme and meetings of the Regional Advisory Board
- To help provide the Regional Advisory Board access to wider contacts, key organisations and individuals within a local area. To help ensure that the Regional Advisory Board is well-briefed and in touch with issues with its geographical area
- Provide leadership and expertise in a specific area or areas to support the work of the Regional Advisory Board
- Undertake practical action to help the Regional Advisory Board deliver its agreed objectives
- Represent the Regional Advisory Board, as required, in developing beneficial relationships with local organisations, and community groups
- Under the direction of the Regional Advisory Board Chair and in accordance with the annual agreement with Trust management, prepare or otherwise contribute to an Annual Report on the work of the Regional Advisory Board Board.

- Under the direction of the Regional Advisory Board Chair and in the annual agreement with Trust management, hold or otherwise contribute to a local Annual Public Meeting to which the general public in that locality is invited

### **3. KEY CONTACTS**

- 3.1** To help the Regional Advisory Board Chair and members forge close working relationships with Trustees and Trust management at all levels.
- 3.2** To assist the Regional Advisory Board Chair and Trust management forge close working relationship with local business leaders, community groups, volunteers, funders and supporters, other stakeholders, partners.

### **4. KEY SKILLS AND EXPERIENCE**

- 4.1** Regional Advisory Board members will have most or all of the following:
- Enthusiasm for and understanding of the aims of the Trust
  - Specific skills or experience required to support the work of the Regional Advisory Board
  - Locally-based, credible, and respected locally/regionally
  - Good contacts with key stakeholders in the Regional Advisory Board area
  - Capable of working at a strategic level
  - Approachable with good interpersonal skills
  - Experienced in partnership working and a team player
  - Availability of time and energy to commit to the Regional Advisory Board

### **5. APPOINTMENT**

- 5.1** The appointment of Regional Advisory Board members shall be undertaken with the aim that the Regional Advisory Board has a fair and broad representation from a range of interests relevant to the Board in question, without any one dominating interest group.
- 5.2** Regional Advisory Board Members are selected by the Chair of the Regional Advisory Board and Trust senior management and their appointment shall be subject to ratification by the Board of Trustees. Regional Advisory Board members shall not take up office until such ratification has taken place.
- 5.3** Appointments may be for such term (not exceeding 4 years) as may be approved by the Trustees and any person shall be eligible for re-appointment. Unless there are special circumstances we would not expect a Regional Advisory Board member to serve for more than 2 terms.

### **6. CONDUCT**

- 6.1** The Regional Advisory Board member will uphold the values of the Trust, will protect the reputation of the Trust and will always act in the best interests of Trust.
- 6.2** The Regional Advisory Board member is expected to recognise potential conflict of interest and to avoid putting him/herself in situations where a potential conflict of interest may interfere with, or be seen to interfere with the best interests of the Trust. The Regional Advisory Board Member must not use any information received via the Trust or the Regional Advisory Board for personal gain.

**7. REPORTING LINE**

**7.1** The Regional Advisory Board Member reports to the Regional Advisory Board Chair.

**8. PERFORMANCE REVIEW**

**8.1** The Chair of the Regional Advisory Board will appraise the performance of the Regional Advisory Board Members on an annual basis and provide constructive feedback and assistance.

**9. TIME & TRAVEL COMMITMENT**

**9.1** This is a volunteer role which is not remunerated. Reasonable expenses incurred will be reimbursed.

**9.2** It is expected that the role will require around 1-2 days per month, with part of this likely to be during the working day.