



## BLUEBELL RAILWAY PRESERVATION SOCIETY

### Role of Trustee director<sup>1</sup>

#### **Purpose of role**

Trustee / Trustee directors are responsible for managing the affairs of the Bluebell Railway Preservation Society in accordance with the Articles of Association<sup>2</sup> and compliance with legal requirements. They hold in trust, on behalf of the members, the majority shareholding in Bluebell Railway PLC. Trustee directors are elected by the members and serve for a term of three years and retire by rotation but are eligible to seek re-election.

**Note.** Members seeking election to this role should not under-estimate the time commitment required.

#### **General responsibilities**

The high-level responsibilities of Trustee directors are set out in the Articles of Association. These include, but are not limited to, the following examples:

- Compliance with its governing documents, relevant legislation, regulations as well as the strategic vision for the Railway.
- Actively contribute to the Trustee board in its obligation to providing strategic direction and policy for the Railway, including planning for capital projects.
- As majority shareholder of Bluebell Railway PLC, to set high-level objectives and evaluate its performance.
- Attendance at monthly board meetings, normally held at Sheffield Park in the evening, plus the AGM, an EGM.
- Taking responsibility for certain tasks, producing papers for recommendation for decisions and leading discussions on specific assigned tasks.
- Compliance with the guidance set out in the volunteer handbook.
- To safeguard the good name and values of the Bluebell Railway by reference to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Other responsibilities include:
  - Working with directors of Bluebell Railway PLC and Bluebell Railway Trust in developing initiatives or delivering projects and attending meetings with them as required.
  - Scrutinising various papers, minutes and proposals prior to meetings.
  - Providing guidance on new initiatives.
  - Chairing or participation in working groups outside of board meetings.

#### **Experience / qualifications / knowledge**

##### **Essential**

- An adult Society member with at least three successive years of membership prior to the date of nomination to stand for election to office.
- Meet criteria to be a company director in accordance with the Companies Act.
- Willingness to devote the necessary time and effort to the role to attend meetings and to complete agreed tasks in a timely way.
- Have good working knowledge of Microsoft Excel and Word or equivalent and has their own PC with connection to the Internet.
- Be confident in addressing the membership at the Society AGM.
- Good oral and written communication and people management skills.
- Ability to work collaboratively as a member of a team.

##### **Desirable**

- Management experience, professional or higher-level qualification.
- Experience of working volunteer on the Bluebell Railway.
- Familiarity of the operation of the Bluebell Railway.
- Have strategic vision.

<sup>1</sup> This document is designed to assist a member considering seeking election to office by setting out some general information about the role and in no way supersedes or changes the Articles of Association of the Society which should be read in full before application is made.

<sup>2</sup> The Bluebell Railway Preservation Society is a company limited by guarantee subject to its Articles of Association and company law.