

January 2022

# Trustee Recruitment Pack

ShareAction»

# ShareAction: The independent voice of responsible investment

Money makes the world go around. While the financial system has lifted many out of poverty, today, it is in danger of making our world an inhospitable place for future generations.

Today's investment decisions are building the future. At the moment, this is a future of climate emergencies, environmental destruction and a widening gap between rich and poor.

But it doesn't have to be this way. At ShareAction we believe the finance system can be a force for good. By mobilising the power of finance to address the challenges we face, we can build a different, fairer future; where the global economy operates within not beyond our planet's ecological limits.



**OUR VISION** is for a world where the financial system serves our planet and its people

**OUR MISSION** is to define the highest standards for responsible investment and to drive change until these standards are adopted worldwide.

We work towards our mission by:

- » advocating for change in the investment industry using our research and rankings;
- » campaigning with allies to strengthen investor stewardship and change corporate behaviour;
- » pushing for public policy reform to transform the financial system.

## OUR VALUES

- » Courage
- » Persistence
- » Independence
- » Respect
- » Inclusivity

You can find more information about ShareAction on our website ([www.shareaction.org](http://www.shareaction.org)).



## Role description

**Role title:** Trustee

**Reports to:** Chair of the board

**Salary:** The role is unpaid, but reasonable expenses will be paid by ShareAction if agreed in advance.

**Term in office:** Trustees are appointed initially for a 3-year term with an expectation that they will serve for a second three-year term.

## Purpose of the role

We are looking to appoint new trustees to support the Chief Executive and staff in realising our ambitious strategy. Trustees have ultimate responsibility for the governance of ShareAction, as outlined in the Articles of Association, ensuring it delivers its charitable objectives, is financially sound and legally compliant.

At ShareAction we want to ensure that there is a diversity of perspectives on the Board, therefore, we particularly encourage applications from under-represented groups with the relevant skills and experience, for example, people from Black, Asian and Minority ethnic communities. We also encourage applications from people living with disabilities and from people across a broad age-range.

We are looking for candidates who are passionate about ShareAction's mission and will help us achieve even greater impact around the world.

## Key responsibilities

- » Attending regular meetings of the Board and other related duties (as outlined below)
- » Contributing actively to the Board of trustees' collective role in setting the charity's strategic direction in line with its charitable objectives, setting overall policies, and evaluating performance against agreed targets
- » Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- » Ensuring that the management and administration of the charity is undertaken responsibly
- » Ensuring that the organisation uses its resources exclusively in pursuance of its objects



- » Acting in the best interests of the charity while exercising independent judgement
- » Safeguarding and protecting the assets (investments, cash, intellectual property, staff and reputation) of the charity, and ensuring the charity's financial stability
- » Acting as an ambassador for the charity and using networks to promote the charity's work and, where appropriate, to seek funding
- » Scrutinising Board papers; contributing to the work of sub-committees as appropriate

For full details of trustees' statutory duties, please see [CC3: the Essential Trustee](#). To review ShareAction's constitution, please see our governing document: [Articles of Association](#).

## Time commitment

All Trustees will be expected to be committed and engaged devoting, on average, **a minimum of 1-2 days per month to ShareAction**. This time commitment allows for the following:

- » The Board meets [virtually] at least 4 times a year, the meetings are generally 3 hours long and are currently held between 9am and 5pm UK time Monday - Friday.
- » Attendance in person at an annual strategy day followed by a social event.
- » Attendance at the annual AGM with our members, typically combined with a Board meeting and possible to attend on a virtual basis.
- » The following Board Committees are in place. Every Trustee is expected to be a member of one of the two main Board Committees. Meetings are generally 2 hours long and Committees meet 3-4 times a year [virtually], also currently held between 9am-5pm UK time:
  - » Finance, Audit, Risk and Controls committee
  - » HR and Remuneration committee
  - » Governance and Nominations committee
- » Trustees, where possible, also engage outside of Board meetings in relation to matters such as fundraising events and other support for the executive's work.
- » In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary between Board meetings.

## Personal specification

We are looking to recruit trustees who bring the skills, experience and commitment necessary to take the organisation forward. For this round of trustee recruitment, we would like one of our appointments to be:

- » **A finance professional with a recognised accountancy qualification**

For any additional appointments, we would be pleased to see applications from those who can bring some of the following experience:

- » Director level HR/OD experience
- » Policy development experience
- » Organisational development experience
- » Knowledge of and networks in Asia
- » Knowledge of and networks in USA

### Expected / Generic:

- » Collaborative and emotionally intelligent; the ability to work as part of a team, in a culture of learning and change
- » Committed to the aims and work of ShareAction
- » Willingness to support, directly or indirectly, ShareAction's fundraising and income generation activities
- » Demonstrable strategic vision and the ability to think creatively
- » Assertive; willing to speak their mind and exercise independent judgment
- » Understanding of the legal duties, responsibilities and liabilities of trusteeship
- » Ability to support managers and staff in the implementation of strategy
- » Willingness to make the time commitment required to perform the functions of the role
- » Not be disqualified from being a trustee (through bankruptcy, disqualification as a director, removal as a trustee, non-spent conviction of dishonesty or corruption)

# How to Apply

If you are interested in becoming a trustee at ShareAction and believe you have the required skills and experience, please apply with the following:

- » A recent CV with details of two referees (we will not contact them without your permission)
- » A supporting statement, explaining how you meet the criteria and your motivations for applying.

All applications are being handled by our recruitment partner, Trustees Unlimited. Once complete, **upload your application via their website [HERE](#).**

For a discussion about the trustee role, you can contact Melissa Baxter on 07789 985229 / [melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk).

## Timetable

- » Closing date for applications: Monday 14th February 2022
- » Preliminary interviews with Trustees Unlimited: Week commencing 21st February 2022
- » First stage interviews with ShareAction: Week commencing 7th March 2022
- » Second stage interviews with ShareAction: Week commencing 14th March 2022

63/66 Hatton Garden  
Fifth Floor, Suite 23  
London UK  
EC1N 8LE

info@shareaction.org  
+44 (0)20 7403 7800

UK registered charity number:  
1117244

EU Transparency Register  
number: 75791956264-20

Belgian organisation number:  
Fairshare Educational Founda-  
tion 0672.921.563

# ShareAction»

ShareAction is a registered charity working globally to define the highest standards for responsible investment and to drive change until these standards are adopted worldwide. Our vision is a world where the financial system serves our planet and its people.