

September 2022

# Trustee Recruitment Pack



**ShareAction»**

# ShareAction: The independent voice of responsible investment

Money makes the world go around. While the financial system has helped lift 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 does not have to be this way. At ShareAction we believe the finance system could 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.

You can find more information about ShareAction on our [website](#)

## **OUR VALUES:**

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

# Role description



- Role Title:** Trustee
- Reports to:** Chair of the Board of Trustees
- Salary:** Unpaid – Volunteer
- Term:** Initial 3-year term with an expectation to serve for a second 3-year term

## Purpose of the role

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

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 its sub-committees (where appointed)
- » Contributing actively to the Board's collective role in setting ShareAction's strategic direction in line with its charitable objectives, setting policies, and evaluating the executive team's performance against agreed targets
- » Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations
- » Ensuring that management and administration are undertaken responsibly
- » Ensuring that the organisation uses its resources well and exclusively in pursuance of its charitable objects
- » Acting in the best interests of ShareAction while exercising independent judgement
- » Safeguarding and protecting charity assets (investments, cash, intellectual property, staff and reputation) and ensuring the charity's financial stability
- » Acting as an ambassador for ShareAction and using networks to promote its work and, where appropriate, to seek funding
- » Assessing and scrutinising Board papers and contributing to the work of sub-committees

# Time commitment



Trustees will be expected to be committed and engaged, devoting, on average, a minimum of **1-2 days per month**, spread across different activities and requirements. This time commitment allows for:

## » **Board Meetings**

The Board meets in a virtual/hybrid format at least **4 times a year**. The meetings are generally **3 hours** long and are held between 9am and 5pm UKT Monday - Friday. **Ad hoc meetings** are occasionally held as necessary.

## » **Sub-Committees Meetings**

Every Trustee is expected to be a member of at least one of the Board sub-committees. The Governance and Nominations Committee will discuss with new trustees which committee they might serve on following their appointment to the Board. Committee meetings are generally **2 hours** long and committees meet from 2 to 4 times a year in a virtual/hybrid format between 9am and 5pm UK time Monday – Friday. **Ad hoc meetings** could be held if necessary. The following Board sub-committees currently are in place:

- » Finance, Audit, Risk and Controls Committee (FARC Committee)
  - » HR and Remuneration Committee (HR&REM Committee)
  - » Governance and Nominations Committee (GOV&Noms Committee)
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- » **Meeting papers** are circulated in advance and trustees are expected to read papers in advance to allow a useful discussion during the meeting.
  - » In between meetings, other **ad hoc contacts** may take place, usually by email or telephone with time to assess and consider any information/documents provided.
  - » Trustees are also expected to attend in person an **annual strategy day** and, where possible, to join other **events**, such as staff social and fundraising events.
  - » Attendance at ShareAction annual **AGM** with our members. This is normally a hybrid meeting, allowing for virtual attendance.
  - » **Support to the executive** and wider team based on personal experience, network and skills.
  - » **Induction and training** as required.

# Personal specifications



We are looking to recruit trustees who bring the skills, experience and commitment necessary to support ShareAction's continued success. We are looking for applications from individuals with **experience relevant to the mission of ShareAction and a willingness to champion its values.**

To achieve our mission, we are committed to ensuring that there is a diversity of perspectives and experiences represented on the Board. We define diversity very broadly. Therefore, we particularly welcome applications from individuals who will contribute to achieving greater overall diversity.

## Expected:

- » Firm and well-evidenced commitment to the aims and work of ShareAction
- » Collaborative and emotionally intelligent
- » Ability to work as part of a team, in a culture of learning and change
- » Willingness to support, directly or indirectly, ShareAction's fundraising and other income generation activities
- » Ability to think creatively
- » Assertive, willing to speak their mind and exercise independent judgment
- » Understanding, or willing to learn about, the legal duties, responsibilities and liabilities of trusteeship
- » Willingness to support ShareAction's executives and staff in their work as appropriate
- » Not be disqualified from being a trustee
- » Ability to make the time commitment to perform the functions of the role

For full details of trustees' statutory duties, please see [CC3: The Essential Trustee Guidance](#)

ShareAction's governing document: [Articles of Association](#)

# How to Apply

If you are interested in becoming a trustee at ShareAction and believe you have the required skills and experience, please apply using the following [link](#). You will be required to:

- » Provide your CV with details of two referees (we will not contact them without your permission)
- » Reply to 3 questions, explaining your motivations for applying.

All applications are being handled internally. There will be a first blind screening process of replies to the questions. CVs of candidates responding well to those questions will then be assessed to be shortlisted for the first round of interviews.

For any other information on the role, you can contact the Governance Manager, Micole Perina, at [micole.perina@shareaction.org](mailto:micole.perina@shareaction.org)

## Timetable

- » Closing date for applications: **9 am on Monday, 31 October 2022**
- » Three rounds of interviews between November and December 2022:
  - First stage interviews with ShareAction Trustees
  - Second stage interviews with ShareAction's Chief Executive and Leadership Team
  - Third stage interviews with ShareAction Trustees
- » Appointment date: 1 January 2023



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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.