

10 May 2021 – updated 2nd July 2021

Appointments to the Board of Trustees of The Scottish Forestry Trust

Applicant Information

Trustee Specification and How to Apply

The Scottish Forestry Trust is seeking up to 5 new Trustees to take up position on 1 January 2022. We are looking for individuals with a broad range of skills and experience including; Climate Science, Technology and Innovation as it applies to Forestry Management and Timber Processing, Financial and Risk Management, and Marketing and Communications; the skillset and experience required for the 5th Trustee position is not specified but should be related to the forestry and timber technologies sector. Those with a background in Climate Science and Innovation and Technology as it applies to Forestry Management and Timber Processing should have a track record in academic or applied research.

Experience of charity governance or being a non-executive director is desirable but not essential.

We would particularly welcome applications from those living and working in Wales and Northern Ireland as at present only residents of Scotland and England are represented on the Trust.

We would welcome applications from a wide range of talented people irrespective of race, age, gender, disability or sexual orientation. Applications from researchers who have previously received SFT support is actively encouraged.

If you are interested then please submit a letter of no more than 2 sides of A4 setting out why you are interested in becoming a SFT Trustee and what specific skills and experience you can offer. Please make reference to the specific skills sets that we are looking for above. Letters should be sent to director@scottishforestrytrust.org.uk by close of business on Monday 19th July 2021.

All applications will be considered by a sub-committee of the Trustees with recommendations made to the Board of Trustees for consideration at their meeting on 12th August 2021. All applicants will be contacted with the outcome of the Trustees decision by 31 August 2021. Successful applicants will be invited to attend an Induction session and attend (in a shadow capacity) the Trustees meeting on Thursday 9th December 2021. This meeting is expected to take place in Edinburgh, travel and meeting restrictions allowing.

If you have any queries about the Scottish Forestry Trust or the application process then please contact Amanda Bryan, Director, Scottish Forestry Trust at Director@scottishforestrytrust.org.uk or 07593 630450.

The Scottish Forestry Trust Origins

The Scottish Forestry Trust is an independent charitable body, which was set up with commendable foresight in 1983 by the generous gift of share capital of Scottish Woodland Owners Association Ltd (SWOAC). Prior to November 1983 that asset was owned by Timber Growers (Scotland) Ltd and at that time it was agreed to merge with the similarly named organisation in England and Wales to form a new company Timber Growers United Kingdom Ltd. In June 1986 the Trustees of the Scottish Forestry

Trust received an offer from the management of SWOAC to purchase the shareholding and in December 1986, the Trust received a cash sum of £1.52 million. This sum was invested with the income generated being used to fund the organisation's charitable purposes.

The Scottish Forestry Trust has a Trust Deed which sets out its Objects and the Powers of the Trustees along with the Trust's Rules which define the Trust's operating principles. SFT is a registered charity in Scotland.

Objectives of The Scottish Forestry Trust

The Trust's purpose is to support forestry related education, training and research. From a research perspective the focus has been contributing to the scientific, technical and economic information required by forestry to enable it to develop its role in the countryside and in the UK economy. "Forestry" is defined as the forestry industry as a whole to include the growing, marketing and processing of home-grown timber, and forestry's contributions to people, landscape, biodiversity and the environment.

The Trust's Deed is quite broadly drawn: it allows the Trustees freedom within the broad fields of forestry research, education and training to formulate more precise objectives of their own choosing. The Trustees are reviewing their priorities during 2021 with the intention of producing a 5-year strategic plan which will set out what it intends to fund over the period 2022-2027.

The Trust has had and continues to have a UK-wide remit. The inclusion of the word "Scottish" in the Trust's title, very properly and appropriately recognises the Scottish basis of the Trust's foundation.

Trust Membership and Operation

The Trust has operated with 11 Trustees including a Chair over the last 10+ years. This number of Trustees ensures that the trust can draw on individuals with a wide range of skills and expertise including:

- Land and Estate Management
- Forest Management, Silviculture and Harvesting
- Timber Processing
- Environment & Nature Conservation (including Climate Science)
- Communities and Social Forestry
- Finance and Investment
- Charity Governance
- Audit and Risk Management
- Forestry Related Research – (Experience of both Qualitative and Quantitative Research should be represented)
- Forestry Education and Training

Trustees will now normally be appointed for a period of 3 years in the first instance with the opportunity for a second term of a further 3 years [in exceptional circumstances a third and final term of up to an additional 3 years may be appropriate to aid with succession planning for example].

The Trustees currently meet three times a year in April, August and December to transact the Trust's business. These meetings are normally held in Edinburgh, although on occasion visits are made to other locations to view funded projects or to engage with stakeholders. There is also the opportunity

to attend meetings by telephone/ video. Arrangements are in place that decisions can also be taken between meetings by correspondence (email).

A sub-set of the Trustees form the Projects and Research Committee (PRC) which provide additional oversight of funded projects and research; reviewing applications and progress reports, running SFT's Awards, etc. The PRC meets three times a year – approximately 4-8 weeks in advance of the Trustees meetings in March, June and November to enable recommendations to be made to the Trustees at their meeting. The PRC normally meets by telephone or video-conference.

Papers for both the PRC and the Trustees meetings are circulated 10-14 days in advance.

Trustees are not reimbursed for their time but will receive out of pocket expenses for travel and accommodation.

The Role of the Trustees

The Trustees are responsible for ensuring that the organisation is being run properly and meeting its statutory obligations. The Trustees main duties are listed below:

1. **Ensure the Trust is carrying out the purposes for which it has been set up.** This includes approving funds that will be allocated to projects and ensuring that these projects have been completed to a good level before releasing funds.
2. **Comply with the Trust's Deeds and Rules and the law.** This means that all decisions have to be taken in such a way that they comply with the Deeds and Rules which have been registered with OSCR and that the organisation meets its legal requirements.
3. **Act in the Trust's best interests.** This means you must ensure that you are making decisions that balance both the long and short-term interests of the organisation and that you put the Trust's interests before your own. You must ensure that you identify and manage any potential conflicts of interest.
4. **Manage the Trust's resources responsibly.** This means ensuring that the Trust's assets are only used to carry out its purposes. Appropriate arrangements must be made to ensure that the Trust's investments are managed wisely and any funds that are being distributed on behalf of third parties are managed responsibly. The Trust must produce annual audited accounts and produce an annual report which must be lodged with OSCR. The Trustees collectively must not overcommit the Trust's resources.
5. **Act with reasonable care and skill.** This means that you must ensure that you have been able to properly prepare for the meetings and the decisions that you all have to take. You should attend meetings and read papers in advance. If the trustees do not have the necessary skills or knowledge then they must seek appropriate professional advice.
6. **Ensure the Trust is accountable.** This involves ensuring that the Trustees comply with statutory accounting and reporting requirements. The Trustees are responsible for ensuring that the organisation is well run and that any activities delegated to staff or volunteers are effectively managed. At SFT there is a commitment to openness with a range of information available on our website allowing for public scrutiny over and above OSCR requirements.

An induction is held for all Trustees covering both an introduction to the operation of The Scottish Forestry Trust and the specific role of the Trustees.

6th May 2021