



## Adventure Queens Trustee Role Description

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Adventure Queens is a UK based not-for-profit that aims to smash down the barriers that stop women going on outdoor adventures. We believe outdoor adventures are important for our physical and mental health and there is a growing body of evidence to support this.

Since Adventure Queens was founded in 2017, we have provided physical and virtual spaces for women to connect, share practical information, tips and advice and support each other to build skills and confidence. Over the last 8 years, the Adventure Queen community has grown to over 15,000 women. In addition to our main virtual community we have 26 regional groups, 1 mum's group and 3 international groups.

Adventure Queens has three pillars of activity:

- **Our community** that brings together women across the country through online fora and almost 150 in-person meet ups per year.
- **Our Adventure Queen Grant**, which supports 3 women each year to go on a human-powered, boundary pushing, life changing adventure through cash, kit and mentoring.
- **Our projects** that support marginalised groups of women who may face additional barriers to getting outdoors.

We are a passionate and ambitious bunch! We're currently predominantly volunteer-run, with a part-time Community Lead (1 day per week paid role), but have ambitions to expand our team to manage the organisation and better support our 60+ volunteers. We are also in the process of becoming a charity as we believe this status best reflects our goals.

We're recruiting for an experienced trustee, to join our board to support our continued organisational development. This is a particularly exciting and important time to join Adventure Queens. We are transitioning to charitable status and implementing our 2025–2028 business plan, with a strong focus on financial sustainability, governance and growing paid capacity. Trustees will play a key role in helping us move from a predominantly volunteer-led organisation to a resilient charity with long-term impact.

### Strategic context

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Adventure Queens operates under a 2025–2028 business plan, which sets out our priorities for the next phase of the organisation's development. Trustees will play a key role in supporting delivery of this plan, particularly our three headline objectives:

- increasing and diversifying income to achieve healthy, sustainable cash flow;
- securing and embedding charitable status;
- growing paid capacity to support the organisation and its volunteers.



Further detail is provided in the attached business plan.

## **What you'll be doing**

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The duties of an Adventure Queen Trustee are as follows.

- Support and provide advice on Adventure Queens' vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Adventure Queens' financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Adventure Queens' financial statements.
- Keep abreast of relevant changes in the outdoor, charity and not-for-profit sectors.
- Contribute to regular reviews of Adventure Queens' governance.
- Attend bi-monthly virtual Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect Adventure Queens' interests, to the exclusion of your own personal and/or any third party interests.
- Contribute to the broader promotion of Adventure Queens' objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small organisation, trustees will need to be actively involved beyond Board meetings. This may involve reviewing documents between meetings, leading or contributing to working groups, providing advice and guidance on new initiatives, supporting fundraising or partnership discussions, representing Adventure Queens externally, or other issues in which the trustee has expertise.

## **What we're looking for**

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### **Essential:**

- Enthusiasm for our vision and mission.
- An ability to think creatively and strategically and exercise good, independent judgement.
- Effective communication skills and willingness to participate actively in discussion.
- A respect for others and an ability to work well as a team.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort (including attending bi-monthly virtual board meetings)
- Board experience (ideally for a charity or non profit)



### **Desirable**

In addition to the above, we would be particularly interested in receiving applications from candidates with experience in (some of) the following, in order of priority :

- Fundraising/income generation
- Charity law and compliance
- Charity governance
- Human Resources
- Equality, diversity and inclusion
- Legal expertise
- Cyber security

We particularly welcome applications from people whose backgrounds and lived experiences are under-represented on charity boards.

### **Terms of appointment**

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- Trustees are appointed for a 3 year term of office, with possibility to renew.
- This is a voluntary position, but reasonable expenses may be reimbursed. Trustees will also benefit from volunteer benefits including discounts from Adventure Queen sponsors.