

Role:

Convenor

Context:

See [Board Member Role Profile](#)

The Convenor is a critical role for the organisation, working with the wider Board, the CEO, and Executive Team to lead, drive and develop our strategic direction.

Training, support and development is available to the Convenor, and we encourage a skills-based approach to nominating and electing the Convenor.

Skills and Characteristics:

- Strong leadership skills
- Formal and informal communication skills
- Ability to develop and maintain strong working relationships and ambassadorial skills
- An understanding of, and commitment to, good governance in public bodies
- Commitment to Board Training and Development
- Comfortable and confident in chairing meetings
- Ability to think strategically and innovatively and understand associated risks and opportunities
- Detailed understanding of, and commitment to, the aims and purpose of the National Park
- Comfortable in dealing with members of the public and conducting meetings accessible to the public

Duties and Responsibilities:

- Chair the meetings of Loch Lomond and the Trossachs National Park Authority Board
- Lead the strategic thinking of the Board, ensuring all Members are able to effectively contribute
- Embed the proper conduct of Members in line with the Members' Code of Conduct and statutory requirements
- Lead the Board's representation and links with Ministers and Scottish Parliament
- Work with the Executive to ensure the Board's governance model and Board Members' skills and knowledge meet the needs of the organisation at all times.
- Lead the Board's approach to succession planning to ensure the Board is diverse and effective

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

- Ensure the Scottish Ministers are advised of the organisation's needs with Board vacancies arise
- Conduct Board Member annual appraisals, ensuring effective performance of Members
- Develop and implement plans for Board Development
- Represent the National Park in a variety of forums – including through the media and with Scottish Government
- Foster working relationships with National Parks and the Protected and Conserved Areas family nationally and internationally
- Lead the Board's work on Equality, Diversity and Inclusion and Stakeholder Engagement
- Work with the Depute Convenor to establish agreed priority areas on which the Depute Convenor will lead on behalf of the Board - covering the Board's organisational, regional, national and international vision
- Attend meetings of Chairs and Executive Group (4 per year)

Time Commitment and Remuneration:

The Convenor is required to commit a further 5 days per month to their role (a total of 8 days p/m) and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Depute Convenor

Context:

See [Board Member Role Profile](#)

The Depute Convenor is a critical role for the organisation. As well as assisting the Convenor in their duties and deputising when required, the Depute Convenor will be the Board lead for driving key organisational aims, as agreed with the Convenor.

Training, support and development is available to the Depute Convenor, and we encourage a skills-based approach to nominating and electing the Depute Convenor.

Skills and Characteristics:

- Strong communication and collaboration skills
- Ability to develop and maintain strong working relationships internally and externally
- An understanding of, and commitment to, the continued development of an equal, diverse and inclusive Board
- Commitment to Board Training and Development
- Ability to think strategically and innovatively
- Understanding of, and commitment to, the aims and purpose of the National Park

Duties and Responsibilities:

- Assist the Convenor in their [duties and responsibilities](#) where appropriate and deputise as required
- Act as support for Board Members in the execution of their role.
- Lead the Board's work on areas of priority, as agreed with the Convenor - covering the Boards' organisational, regional, national and international vision as appropriate.

Time Commitment and Remuneration:

The Depute Convenor is required to commit a further 1 to 3 days per month to their role (a total of 4-6 days p/m) and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Chair of Planning and Access Committee (and Chair of Local Review Body)

Context:

See [Board Member Role Profile](#)

The Chair of the Planning and Access Committee is a key role in the governance structure of the National Park Authority. The Planning and Access Committee is a statutory sub-committee of the Board which fulfils the National Park's duties as a planning authority. The Planning and Access Committee and Local Review Body meet as required to meet case demand, typically around 8 times per year.

Training, support and development is available to the Chair of Planning and Access Committee, and we encourage a skills-based approach to nominating and electing the Chair.

Skills of an Effective Chair of Planning and Access Committee:

- Commitment to training and development of committee members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Comfortable in dealing with members of the public and conducting meetings accessible to the public
- Ability to develop and maintain strong working relationships
- Ability to think critically

Characteristics of an Effective Planning and Access Committee:

- Understanding of planning and access issues
- Experience of dealing with complex planning matters
- Ability to weigh up complex arguments and reach balanced decisions
- Understanding of the relationship between planning policy and legislation and the strategic aims of the National Park

The Chair will draw on the knowledge, experience and skills of Committee Members to ensure the Committee is successful. They do not need to personally embody all of the characteristics above, but through their role they will work with the Depute Chair and Committee Members to lead, develop and contribute to the effectiveness of the Planning and Access Committee.



Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Duties and Responsibilities:

- Chair the meetings of Loch Lomond and the Trossachs National Park Authority Planning and Access Committee and Local Review Body – including conducting site visits and meetings in locations across the National Park as required
- Work closely with the Director of Place and the National Park's external legal advisors to ensure planning matters are heard in a timely and comprehensive manner
- Conduct an annual review of the overall effectiveness of the committee and its Standing Orders
- Provide committee members with an annual assessment of their performance
- Attend meetings of Chairs and Executive Group (4 per year) to provide updates on Planning and Access Committee activity

Time Commitment and Remuneration:

The Chair of Planning and Access Committee and the Local Review Body is required to commit a further 3 days per month to their role (a total of 6 days p/m) and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Depute Chair of Planning and Access Committee

Context:

See [Board Member Role Profile](#)

The Depute Chair of the Planning and Access Committee is a key role in the governance structure of the National Park Authority. The Planning and Access Committee is a statutory sub-committee of the Board which fulfils the National Park's duties as a planning authority. The Planning and Access Committee and Local Review Body meet as required to meet case demand, typically around 8 times per year.

Training, support and development is available to the Depute Chair of Planning and Access Committee, and we encourage a skills-based approach to nominating and electing the Depute Chair.

Skills of an Effective Depute Chair of Planning and Access Committee:

- Commitment to training and development of committee members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Comfortable in dealing with members of the public and conducting meetings accessible to the public
- Ability to develop and maintain strong working relationships
- Ability to think critically

Duties and Responsibilities:

- Assist the Chair in their [duties and responsibilities](#) where appropriate and deputise as required
- Work with the Chair to help ensure the effectiveness of the Committee, in line with the [Characteristics of an Effective Planning and Access Committee](#)

Time Commitment and Remuneration:

The Depute Chair of Planning and Access Committee is required to commit a total 3 days per month to their role and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Chair of Audit and Risk Committee

Context:

See [Board Member Role Profile](#)

The Chair of the Audit and Risk Committee is a key role in the governance structure of the National Park Authority. The Audit and Risk Committee is a statutory sub-committee of the Board and meets 4 times per year to monitor organisational risk, risk appetite and organisational opportunities in-year. The committee interrogates internal audits, external audits, finance and annual financial accounts.

Training, support and development is available to the Chair of Audit and Risk Committee, and we encourage a skills-based approach to nominating and electing the Chair.

Skills of an Effective Chair of Audit and Risk Committee:

- Commitment to training and development of committee members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Ability to develop and maintain strong working relationships
- Ability to think critically

Characteristics of an Effective Audit and Risk Committee:

- Understanding of organisational risk and risk appetite
- Commitment to developing organisational opportunities
- Ability to scrutinise financial accounting
- Understanding of assurance frameworks, audit processes and internal control environment

The Chair will draw on the knowledge, experience and skills of Committee Members to ensure the Committee is successful. They do not need to personally embody all of the characteristics above, but through their role they will work with the Depute Chair and Committee Members to lead, develop and contribute to the effectiveness of the Audit and Risk Committee.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Duties and Responsibilities:

- Chair the meetings of Loch Lomond and the Trossachs National Park Authority Audit and Risk Committee
- Ensure that the committee provides appropriate assurance to the Accountable Officer
- Ensure that there is an appropriate process between meetings for action points arising from committee business
- Conduct an annual review of the overall effectiveness of the committee and its terms of reference
- Provide committee members with an annual assessment of their performance
- Attend meetings of Chairs and Executive Group (4 per year) to provide updates on Audit and Risk Committee activity
- Provide an urgent reporting line to the Convenor and/or Chief Executive as appropriate to raise any significant unanticipated risks should they arise

Time Commitment and Remuneration:

The Chair of Audit and Risk Committee is required to commit a further 1 day per month to their role (a total of 4 days p/m) and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Depute Chair of Audit and Risk Committee

Context:

See [Board Member Role Profile](#)

The Depute Chair of the Audit and Risk Committee is a key role in the governance structure of the National Park Authority. The Audit and Risk Committee is a statutory sub-committee of the Board and meets 4 times per year to monitor organisational risk, risk appetite and organisational opportunities in-year. The committee interrogates internal audits, external audits, finance and annual financial accounts.

Training, support and development is available to the Depute Chair of Audit and Risk Committee, and we encourage a skills-based approach to nominating and electing the Depute Chair.

Skills of an Effective Depute Chair of Audit and Risk Committee:

- Commitment to training and development of committee members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Ability to develop and maintain strong working relationships
- Ability to think critically

Duties and Responsibilities:

- Assist the Chair in their [duties and responsibilities](#) where appropriate and deputise as required
- Work with the Chair to help ensure the effectiveness of the Committee, in line with the [Characteristics of an Effective Audit and Risk Committee](#)

Time Commitment and Remuneration:

The Depute Chair of Audit and Risk Committee is required to commit a total of 3 days per month to their role and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Chair of Futures Group

Context:

See [Board Member Role Profile](#)

The Chair of the Futures Group is a key role in the governance structure of the National Park Authority. The Futures Group was established in 2021 to give the Board an oversight of key strategic issues affecting the future of the National Park at an early stage, and to allow Board Members to contribute meaningfully to emerging strategic thinking from that early stage.

Training, support and development is available to the Chair of Futures Group, and we encourage a skills-based approach to nominating and electing the Chair.

Skills of an Effective Chair of Futures Group:

- Commitment to training and development of group members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Ability to develop and maintain strong working relationships
- Ability to think critically

Characteristics of an Effective Futures Group:

- Understanding of strategic planning and thinking
- Experience of, and commitment to, innovative methods of engagement and critical thinking
- Capacity to take a flexible approach to problem solving

The Chair will draw on the knowledge, experience and skills of Group Members to ensure the Group is successful. They do not need to personally embody all of the characteristics above, but through their role they will work with the Depute Chair and Group Members to lead, develop and contribute to the effectiveness of the Futures Group.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Duties and Responsibilities:

- Chair the meetings of Loch Lomond and the Trossachs National Park Authority Futures Group
- Work with senior staff to identify strategic topics, challenges and opportunities to be explored by the Futures Group
- Coordinate innovative methods of exploration of topics identified, ensuring interaction with staff, Board Members and external stakeholders as appropriate
- Where appropriate, formulate a 'Closing Statement' on the topic explored, setting out the Group's strategic considerations
- Attend meetings of Chairs and Executive Group (4 per year) to provide updates on Futures Group activity

Time Commitment and Remuneration:

The Chair of Futures Group is required to commit a further 1 day per month to their role (a total of 4 days p/m) and are paid £226.75 per day (subject to review) per day for their work.

Role Profile: Loch Lomond and the Trossachs National Park Authority Board

Role:

Depute Chair of Futures Group

Context:

See [Board Member Role Profile](#)

The Chair of the Futures Group is a key role in the governance structure of the National Park Authority. The Futures Group was established in 2021 to give the Board an oversight of key strategic issues affecting the future of the National Park at an early stage, and to allow Board Members to contribute meaningfully to emerging strategic thinking from that early stage.

Training, support and development is available to the Depute Chair of Futures Group, and we encourage a skills-based approach to nominating and electing the Depute Chair.

Skills of an Effective Depute Chair of Futures Group:

- Commitment to training and development of group members
- Formal and informal communication skills
- Comfortable and confident in chairing meetings
- Ability to develop and maintain strong working relationships
- Ability to think critically

Duties and Responsibilities:

- Assist the Chair in their [duties and responsibilities](#) where appropriate and deputise as required
- Work with the Chair to help ensure the effectiveness of the Group, in line with the [Characteristics of an Effective Futures Group](#)

Time Commitment and Remuneration:

The Depute Chair of Futures Group is required to commit a total of 3 days per month to their role and are paid £226.75 per day (subject to review) per day for their work.