

# Role Profiles

## Agenda Item 6 - Appendix 1

### National Park Authority Board Meeting

08 December 2025  
**Paper for information**

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#### **Role:**

Convener

#### **Context:**

See [Board Member Role Profile](#)

The Convener 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 Convener, and we encourage a skills-based approach to nominating and electing the Convener.

#### **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
- 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 Convener 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 Convener is required to commit a further 5 days per month to their role (a total of 8 days p/m) and are paid £228.69 per day (subject to review) per day for their work.

**Role:**

Depute Convener

**Context:**

See [Board Member Role Profile](#)

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

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

**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 Convener 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 Convener - covering the Boards' organisational, regional, national and international vision as appropriate.

**Time Commitment and Remuneration:**

The Depute Convener 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 £228.69 per day (subject to review) per day for their work.