Rees Jeffreys Road Fund Trustee Recruitment Pack (2026)

About Rees Jeffreys Road Fund
Rees Jeffreys Road Fund is a registered charity and is managed by a board of Trustees.

The Fund was formed in 1950 by William Rees Jeffreys who was a leading authority on roads and who occupied many influential positions in promoting the interests of road users. His estate provided the endowment which has enabled Rees Jeffreys Road Fund to offer financial support to education, research and physical road transport related projects.

At Rees Jeffreys Road Fund we believe roads really matter to all of us:
- whether we're making journeys as drivers, passengers, walkers or wheelers,
- whether we're retailers, businesses and industries receiving and despatching goods, materials and services,
- whether we're affected, positively or negatively, by the impacts of roads.

The Fund is registered as a charitable Trust with the Charity Commission in England and Wales and is run in accordance with the founding Trust Deed which sets out the Fund's Objects (the purpose of the charity). The Trust Deed is on our website.

Rees Jeffreys Road Fund's objectives are to foster improvements in the engineering, management, design and use of roads to deliver safer, more environmentally sensitive, more aesthetically pleasing and more enjoyable outcomes. We do this principally by:
- funding projects, research and events; and
- awarding bursaries to individuals pursuing relevant professional qualifications.

The Trustee board meets four times a year, including two meetings where trustees consider applications for grant funding. Two of the meetings are held face-to-face in London and two are held online. The trustees are supported by a Secretary who coordinates the meetings and carries out administrative and financial tasks.

What is a trustee?
Being a trustee can be rewarding, fun and a great networking opportunity. However, the role also comes with legal responsibilities. It's important that potential applicants understand the commitment they could be making.

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. It is a role that is governed by charity law and places a number of responsibilities on people fulfilling the role of trustee. These responsibilities include safeguarding the charities' assets (it's investments and reputation) and applying those assets to achieve the charity's Objects as set out the Trust Deed and deliver public benefit.

The trustees must always act in the best interests of the charity, exercising duty of care and managing conflicts of interest. The Trustee board must act as a group and not as individuals. Liability Insurance is provided to support the Fund and the trustees, but individual trustees and the Trustee board can be personally liable if they act recklessly or dishonestly, or against the charity's Objects.

Who are the Rees Jeffreys Road Fund trustees?

Rees Jeffreys Road Fund currently has 9 trustees. All of the trustees act in a volunteer capacity.

Andy Graham is the Chair of the Trustee Board and Hilary Chipping is the Vice Chair.

You can read about the background of each of our trustees on our website, as well as our new Early Career Professional Adviser.

Our Trustee board meetings are a friendly environment offering professional development and networking whilst also providing the opportunity to make a difference to the future of roads for all types of road user and people impacted by roads.

Main duties and responsibilities for all trustees

Each individual trustee has a responsibility to contribute to trustee's collective duties. They can do this by:

- maintaining an awareness of the business of the Fund,
- regularly attending, preparing for and taking a full part in meetings,
- actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance,

- monitoring whether the activities comply with the governing document, charity law and whether the Fund is achieving public benefit,
- monitoring the financial position (including the Fund's investments) and ensuring that the Fund operates within its means and Objects, and that there are clear lines of accountability for day-to-day financial management,
- supporting the development of the Fund's work through participation in agreed projects,
- actively seeking to further the strategic objectives of the Fund, and acting in its best interests at all times, including managing conflicts of interest,
- safeguarding the good name and reputation of the Fund,
- taking responsibility for their own learning and development,
- appointing and managing the Secretary and ensuring the Fund is effectively administered,
- maintaining confidentiality about any sensitive or confidential information received in the course of duties as a trustee.

Personal skills and qualities for trustees
Each individual trustee brings skills and qualities to the Trustee board. They add to the collective knowledge and experience by providing:

- willingness to share their professional expertise, knowledge and experience of the benefit of the Fund's work,
- commitment and availability to attend trustee meetings,
- effective communication skills and willingness to participate actively in discussion in a constructive manner,
- ability to understand and accept their responsibilities as trustees,
- ability to think creatively and strategically, and exercise good, independent judgement,
- ability to work effectively as a member of a team.

Time commitment
Trustees are expected to make every effort to attend all Trustee board meetings, which are held four times a year, normally during the day. Two of these meetings will be held face to face in London. We aim to distribute papers two weeks before each meeting, and trustees are expected to have read and considered the papers (approx. 100 pages) in advance of the meeting. Papers can be provided either electronically via SharePoint or posted in hard copy.

Trustees may be asked to take on additional responsibilities such as:

- to join a committee e.g. the Investment Sub Group or the Bursary Panel,
- take on individual responsibility to be the Fund's link person with specific grant-funded projects, matching their skills and interests,
- represent the Fund at occasional events and conferences.

Trustees can claim reasonable out of pocket expenses incurred in travelling to meetings, by completing a claim form and providing copies of receipts.

Recruitment and appointment
The Trustee board considers appointment of new trustees roughly once a year or every other year, depending on succession planning requirements. The Trustee board will consider what skills, knowledge or experience would benefit the board. Trustees may seek out individuals who might be interested/willing and able to bring the suitable skills, knowledge or expertise to compliment the board, and invite them to submit a CV. We have an open call for new trustee applications on our website, which also requests applicants to submit a CV.

All CVS are shared with the Trustee board. The Chair and Vice Chair may hold informal conversations with candidates and make appointment recommendations to the Trustee board for consideration. Once the Trustee board has agreed a candidate could potentially be a suitable appointment, the potential trustee is invited to attend an introductory session with the Chair and Secretary prior to attending a Trustee board meeting to observe.

After the Trustee board meeting, if both the applicant and the Trustee board wish to proceed with the appointment, the new trustee is asked to sign a document confirming they have understood the legal duties, responsibilities, and liabilities of being a trustee. New trustees are also asked to sign a Declaration of Interests form to record any potential conflicts of interest.

New trustees are appointed by the Trustee board and are generally expected to hold office for four years, and may offer themselves for election for a further four years thereafter.

People may not serve as a trustee if they are disqualified under the Charities Act 1993.

Managing Conflicts of Interest
At each meeting Trustees are expected to declare any conflicts of interest and to withdraw from the debate where appropriate.

Each year trustees must declare any connected and third-party transactions, which will be reported as part of the annual accounts.

Background reference material
The Essential Trustee – Guidance from the Charity Commission The essential trustee: what you need to know, what you need to do - GOV.UK (www.gov.uk)

Ruth Bravery, Secretary
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