

Volunteer role description

Trefoil Guild president

Trefoil Guild welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. **Every volunteer is different, with their own life, work and social commitments.** We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

Role outline:	This role is open to Trefoil Guild members only. Although appointed by the Trefoil Guild board of trustees, it is a non-executive, non-voting role on the board, attendance at which is optional or on request. The president is supported by the national chair. The president assists with preparation for and chairs the national Annual Meeting. The president provides support and challenge to the national chair and trustees when requested. Developing clear communications with the national chair, they act as a confidential sounding board and critical friend, typically meeting online before and between board meetings as required. The president acts as an ambassador for the Trefoil Guild, representing the national chair at events as required, promoting a positive image of Trefoil at public events and while taking part in events or activities. Promoting Trefoil opportunities and programme initiatives within and external to Trefoil and encourage members to take part. Maintain positive relationships with Girlguiding and keep up to date with developments. Be committed to undertaking relevant training, learning about Trefoil's strategic aims and key messages, our policies and code of conduct.
Term of office:	A maximum of a 5-year term of office. Appointment duration to be discussed with national chair on appointment. Support and guidance with an appropriate introduction to the role and organisation will be given.
Time commitment:	Attendance at the national Annual Meeting. Optional: - Attendance at Trefoil Guild board meetings of which 1 per year is a residential event.

- To attend country and region events and their Annual Meetings as requested.

Ad-hoc meetings or joining working groups as requested.

Skills experience:

You don't need specific qualifications, but you should possess the personal qualities outlined below.

- An open and approachable manner.
- Enthusiasm and creativity
- A high degree of personal integrity.
- Ability to respect confidentiality
- A willingness to challenge constructively when best practice or policies are not adhered to.

You should also have

- Excellent communication and people skills.
- The ability to persuade and influence.
- Knowledge of good practice in relation to running a charity, and
- Be a confident speaker, able to communicate with different audiences.

Being part of Trefoil Guild

Be committed to undertaking relevant training.

Learn about the structure of Trefoil Guild and how your responsibilities and position fit within it.

Be willing to learn about Trefoil Guild's strategic aims and support their delivery.

Follow Trefoil Guild's policies and Code of Conduct.

Be an ambassador for the values of Trefoil Guild.

Promoting the benefits of Trefoil Guild membership within and external to Girlguiding.

Other information: The Trefoil Guild is a registered charity and the annual report and financial accounts can be found on the Charity Commission website [THE TREFOIL GUILD - 1075232](https://www.charitycommission.gov.uk/charity-details/1075232)

Applicants should refer to the Trefoil constitution, the Trefoil Handbook and Trefoil Policies which are available on the Trefoil Guild website.

[2023 Trefoil Guild constitution FINAL - 1 June 2023.pdf](#)

[TrefoilGuild_Handbook_November2023.pdf](#)

[Policies | Trefoil Guild](#)

Reimbursement of agreed expenses will be in line with the Trefoil Guild expenses policy.

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Please note this is a volunteer role; this role description does not form part of any contract of employment.

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