



## Brief for potential Woodland Carbon Code advisory board members

Firstly, a big thank you to all of the advisory board members, both old and new, for your invaluable contribution to the development of the Woodland Carbon Code. Without your support, expertise and time, the code would not be the leading carbon standard that it has become.

This document sets out the role of an advisory board member, what the position offers and what we need from you. Please review to ensure you are happy with these expectations and get in touch with the team if you have any questions: [info@woodlandcarboncode.org.uk](mailto:info@woodlandcarboncode.org.uk)

### Role and purpose

The advisory board provides advice and expertise on the operation, promotion and development of the Woodland Carbon Code.

Specific issues may include:

- Development and revision of the code and supporting tools and guidance
- Interpretation of the code and its application
- Validation, monitoring and verification processes
- Communication and promotion of the code
- Monitoring, research and evaluation
- Market development

The board has a broad range of experience and expertise and may wish to advise on any aspect of the Woodland Carbon Code.

### Benefits

As an advisory board member, you will help to shape the future direction of the UK's Woodland Carbon Code. Doing so will also provide you with helpful insight into the fast-developing world of ecosystem markets.

### Responsibilities and time commitment

We would like advisory board members to:

- Provide relevant insight and expertise at meetings and in any follow-up requests for feedback
- Try to represent the views of others in your 'classification' as well as your own experience
- Highlight any developments in the sector that the advisory board should be aware of

We hold around four meetings per year of two to three hours, normally via Microsoft Teams, but with the potential for one face-to-face meeting per year in future. There may be other 'ad hoc' work such as consultation responses where we seek the input of the advisory board.

## **Impartiality and conflict of interest**

Members of the advisory board shall complete a declaration of interest form. This will be repeated annually. Declarations will be reviewed by the Woodland Carbon Code secretariat, but will not be made public. The secretariat will decide on the appropriate action.

Depending on the nature of any conflict, the board member could be removed from the board or be removed from meetings concerning the project, organisation or subject where there is a conflict of interest.

## **Transparency**

Minutes of advisory board meetings are publicly available at [woodlandcarboncode.org.uk](http://woodlandcarboncode.org.uk).

## **Recruitment**

### **Appointment period**

The advisory board's project developer, retail aggregator, corporate buyer and investor posts are initially appointed for a two year term. It is possible to re-apply for a further term at the end of the two-year period, limited to two consecutive 'rounds' as a member.

### **Method of recruitment**

We will advertise vacancies to existing market participants or through our wider stakeholder network, with a description of the role and what particular skills or knowledge we are looking for. Applicants will be asked to provide a short statement of how their skills and experience could best be used in the role. The code secretariat will review applications and recommend candidates to the executive board based on experience and suitability. The executive board will make the final decision.

Wherever possible we want to advertise advisory board roles as widely as possible to draw on expertise from across the sector. However, if a particular individual has key skills or experience that we think may be particularly useful for the advisory board, we may approach them directly.

### **Eligibility**

Knowledge or experience in the relevant area will be required and we may set this out more precisely for different positions. You will need good communication skills and the capacity in your day to day commitments to fulfil the requirements of the advisory board position.

### **Further information**

For more information on the advisory board and the governance of the Woodland Carbon Code see: [Governance - UK Woodland Carbon Code](#)

Please contact us if you have any feedback on the process: [info@woodlandcarboncode.org.uk](mailto:info@woodlandcarboncode.org.uk)