

ROLE DESCRIPTION: TRUSTEE

The duties of a Trustee are:

- to ensure that the organisation pursues its Objectives as defined in its governing document: -
The Objects for which the Charity (the “Objects”) is established and to which it is specifically restricted are to promote the following purposes for the benefit of the public and/or older people across Birmingham (“the area of benefit”):
 - *preventing or relieving the poverty of older people;*
 - *advancing education;*
 - *preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);*
 - *promoting equality and diversity;*
 - *assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion or other disadvantage; and*
 - *such other charitable purposes for the benefit of older people as the Trustees may from time to time decide and the outcome of this being the promotion of the well-being of older people.*
- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- to ensure the organisation applies its resources exclusively in pursuance of its Objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- to contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation

- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor their performance
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- to keep informed about the activities of the organisation and wider issues which affect its work

PERSON SPECIFICATION: TRUSTEE

Each Trustee must have:

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

SKILLS AND EXPERIENCE

The Board of Trustees is seeking to recruit individuals with skills and experience in the following areas:

- health and social care for older people
- financial management and strategic financial planning
- business development
- community fundraising
- marketing, communications, PR and Social Media
- recruitment and personnel management, including knowledge of employment legislation
- legal experience
- charity sector experience