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# Role Outline

# Trustee

# Main duties and responsibilities

The main duties of a Age UK Bristol (AUKB) trustee align with the six main duties outlined in [the Charity Commission Guidance](https://www.gov.uk/guidance/charity-trustee-whats-involved) (CC3a). We expect a trustee to:

* Ensure AUKB applies its resources exclusively in pursuance of its objectives for the public benefit
* Comply with the AUKB’s governing document and the law. The law refers to the following:
  + the [Charity Act 2011](http://www.legislation.gov.uk/ukpga/2011/25/contents)
  + the [Charities (Protection and Social Investment) Act 2016](https://www.legislation.gov.uk/ukpga/2016/4/contents/enacted)
  + the [Trustees Acts 1925](https://www.legislation.gov.uk/id/ukpga/Geo5/15-16/19), [2000](http://www.legislation.gov.uk/ukpga/2000/29/contents)
  + guidance on [Charity Commission regulation](https://www.gov.uk/government/collections/charity-commission-regulations)
  + the [Statement of Recommended Practice (SORP)](http://http//charitysorp.org/)
  + laws on trading, political activities and fundraising
* Have an enthusiasm for the work of AUKB and the time, ability, and commitment to carry out the duties of a Board member. This includes attending at least eight Board meetings per year plus other training, planning and promotional events.
* Act in AUKB’s best interests by working closely with other Trustees and members of AUKB to provide sound AUKB strategic direction and decision making based on current best information. This includes setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets in the Board meetings and document reviews.
* Safeguard the good name and values of AUKB.
* Manage AUKB’s resources responsibly to ensure effective and efficient administration of AUKB’s business and strategic plan. This includes monitoring financial stability of AUKB, appointing key staff and future Chief Executive Officers, performing risk assessment regularly, overseeing the performance and outcomes, and mitigating potential and preventable risks.
* Be accountable for the AUKB. Trustees holds accountability to the charity, the members, staff, and volunteers. This includes statutory accounting and reporting requirement in a format comprehended to everyone, i.e. annual general meetings, annual reports, and financial reports.

The above list of duties is not claimed to be exhaustive. Trustees are expected to perform additional duties commensurate with their roles to support AUKB when necessary.

# Person Specification

* They will know the third sector, have been a trustee for another charity, and /or have a real interest in older people.
* Someone who has a commitment to the aims and objectives of Age UK Bristol, in promoting it in the best interests of its stakeholders and staff.
* Strategic vision and understanding.
* Good, independent judgment.
* An ability to think creatively
* An understanding of legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.
* An ability to work effectively as part of a team, contributing an independent perspective.
* Possess integrity, objectivity, accountability, honesty.
* The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.

**Terms of Appointment**

Trustees should expect to serve for no more than 3 terms of 3 years.

Trustees are required to attend scheduled meetings and some ad hoc meetings.

It is anticipated that the time commitment should be no more than 2hours a week on average but there could be occasions when extra time will be required (eg during planning of new projects or dealing with any particular difficulties that arise).

Whilst the role of Trustee is unpaid, reasonable out of pocket expenses are payable in line with Age UK Bristol’s policy.