



Role and person specification of Chair & Trustees

About Age UK Bristol

Age UK Bristol (AUKB) is an independent local charity committed to working with and for older people in Bristol. AUKB holds the Age UK Charity Quality Standard accreditation, which certifies that our organisation is well governed and managed, has a clear direction and strategy and is committed to ensuring the well-being and safety of older people, our staff and volunteers. We provide a range of services including free advice for older people, carers and family members (last year raising £2 million in additional benefits for older people), a day care service, housing support and a research forum. We rely heavily on fundraising, donations and legacies to continue the vital work we do to change the lives of older people in Bristol.

Under the leadership of AUK Bristol, BAB (Bristol Ageing Better) was established with grant funding from the Big Lottery whose funding ends in March 2020. Work is underway to establish a successor to BAB before it ends.

Age UK Bristol's Mission

To improve the quality of later life in Bristol, by:

- Providing top-quality services and support to all older people in Bristol
- Being a leader for other organisations working with older people in Bristol
- Campaigning for public spending and policies that benefit older people
- Promoting positive attitudes to ageing across the city.

Duties and Responsibilities of Chair of Age UK Bristol

The Chair of Age UK Bristol is responsible for providing effective strategic leadership and management to the board of trustees enabling them to fulfill their responsibilities for the overall governance and strategic direction of Age UK Bristol.

Role, Purpose and Responsibilities

- The Chair is responsible for the performance of the CEO - on behalf of the Board of Trustees - agreeing the CEO's objectives and undertaking his or her reviews.
- He/she provides leadership to the charity and its board, ensuring maximum impact of Age UK Bristol in Bristol for all those involved in the organisation.
- Helps steer Age UK Bristol through a period of change and challenge, managing risk and ensuring its financial viability.
- The successful applicant will be expected to establish and build a strong, effective and constructive working relationship with the Chief Executive ensuring that he or she is held to account for achieving agreed strategic objectives.
- Ensures regular contact with the Chief Executive to develop and maintain an open and supportive relationship in which each can speak openly about concerns, worries and challenges whilst respecting the boundaries that exist between the two roles.
- Ensures trustees fulfill their duties and responsibilities for effective governance of Age UK Bristol.

- Ensures that the Board meets regularly to review activities, major risks and opportunities. The Chair needs to ensure that appropriate systems are in place to take advantage of opportunities and mitigate risk with specific emphasis on the charity's financial health and wellbeing and to ensure financial accountability.
- He/she liaises with the Chief Executive over drafting of agendas and supporting papers for Board meeting ensuring that business is covered efficiently and effectively in meetings.
- Leads trustees in the development of a strategic plan for the charity, ensuring that it is implemented in accordance with decisions of the trustees
- Leads on development and implementation of procedures for Trustee induction, development, training and appraisal.
- Develops the knowledge and capability of the Board of Trustees.
- Maintains trustees' commitment to Board renewal and succession planning, ensuring the Board is regularly refreshed and incorporates the right balance of skill, knowledge and experience needed to govern and lead the charity effectively, reflecting the wider population.
- Encourages positive change where appropriate, addressing and resolving any conflicts within the Board.
- Conducts an annual appraisal and remuneration review for the chief Executive in consultation with other Trustees.
- Ensures the Chief Executive has opportunities for professional development and has appropriate external professional support.
- Acts as an ambassador for the charity, representing it at external functions, meetings and events as appropriate and as spokesperson for the organisation when appropriate.

Statutory Duties of a Trustee

- To ensure Age UK Bristol, a charitable company, complies with its governing document.
- Ensure Age UK Bristol applies its resources exclusively in pursuance of its objectives so that money is not spent on activities not included in its own objectives.
- To have an enthusiasm for the work of Age UK Bristol and the time and commitment to carry out the duties of Board member.
- Provide commitment, ability and time to prepare for and attend eight Board meetings per year plus other training, planning and promotional events.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to Age UK Bristol, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of Age UK Bristol.
- Ensure effective and efficient administration of Age UK Bristol.
- Ensure financial stability of Age UK Bristol.
- On behalf of the Board, appoint future Chief Executive Officers and monitor their performance.
- All Trustees are responsible for holding Age UK Bristol 'in trust' for current and future beneficiaries by:
 - Ensuring the charity has a clear vision, mission and strategic direction and is focused on achieving these.

- Being responsible for the performance of the charity and for its ‘corporate’ behaviour, ensuring that Age UK Bristol complies with all legal and regulatory requirements.
- Ensure the charity’s governance is of the highest possible standard.

The above list of duties does not claim to be exhaustive. Trustees (including the Chair) will be expected to perform any additional duties commensurate with their roles.

Person specification

- Ideally, we are looking for someone who lives in, or close to, the City of Bristol so is familiar with other relevant organisations, statutory, independent and voluntary to take Age UK Bristol forward into an important and influential role following and building on the success of *Bristol Ageing Better*.
- He/she will know the third sector, have been a trustee for another charity, and /or have a real interest in older people.
- Strong leadership, people management skills and the ability to chair meetings effectively.
- 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.
- Time and effort, as needed, to fulfill the duties outlined above.
- 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 understanding of the way in which the Third Sector works.
- 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.
- Ideally, the successful applicant will have had experience of work (voluntary or paid) with older people.
- Having had previous experience as Chair of a voluntary organisation is an advantage.

Terms of Appointment

Chairs should expect to serve for no more than 2 terms of 3 years.

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

It is anticipated that the time commitment should be no more than half a day per week 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 Chair is unpaid, reasonable expenses are payable in line with Age UK Bristol’s policy.