

TRUSTEE RECRUITMENT PACK

**Age UK Bromsgrove, Redditch & Wyre Forest
51 Windsor Street
Bromsgrove
B60 2BJ**

Tel: 01527 871840

Email: enquiries@ageukbrwf.org.uk

Registered Charity No 1165891

CONTENTS

1. Cover
2. Contents
3. Introduction
4. Background information
5. Organisational structure
6. The responsibilities of Board Members
7. The responsibilities of Individual Trustees
8. The need, skills required, the process
9. Person specification
10. Application form

INTRODUCTION

Age UK Bromsgrove, Redditch & Wyre Forest is looking for people to join the Board of Trustees to bring skills and experience to enhance the focus on service development for continued growth within the organisation and the delivery of relevant services to older people. We hope to attract people from all sectors of the community to reflect the diversity of our client group and local population.

Age UK Bromsgrove, Redditch & Wyre Forest provides services for older people throughout North Worcestershire and is a registered charity and company limited by guarantee. Services provided include day care, information and advice, and various community services. The organisation currently provides services for close to 12, 000 older people on a regular basis.

The organisation continues to grow and is keen to develop new initiatives in the future in an effort to improve the lives of all older people in the area.

We are seeking to increase the number of Trustees on our Board and add to its diversity in order to develop a comprehensive range of services accessible to all older people within our area of benefit and therefore welcome an approach from people from all parts of the community to help us in this task by bringing a range of new skills and experiences.

We are also hoping that by increasing the number of Trustees we will be ensuring succession to our officer roles in the future.

You will be asked to attend four board meetings each year and become a member of one of our sub groups and/or project groups. Meetings are generally held at Amphlett Hall, Crown Cl, Bromsgrove, B61 8DW. In return we offer you the chance to become involved in a charity that is determined to provide for the well-being of older people.

Although this is not a paid role we can guarantee an interesting and valuable experience where you will be able to share your knowledge and skills in exchange for added experience.

VISION

We will work together, proactively in North Worcestershire, to make it a better place for all people to grow old.

MISSION STATEMENT

We will deliver high quality services which improve independence and inclusion, either directly or in partnership, for all people over the age of 50 in North Worcestershire.

BACKGROUND

Age UK Bromsgrove, Redditch and Wyre Forest (Age UK BR&WF) is a newly-merged organisation derived from the desire to deliver better quality support and services to older people in North Worcestershire which is managed and delivered more efficiently and effectively than three individual autonomous organisations. It is clear that by reducing duplication and speaking as a single voice we will have greater influence and be able to deliver more across North Worcestershire as one than as three.

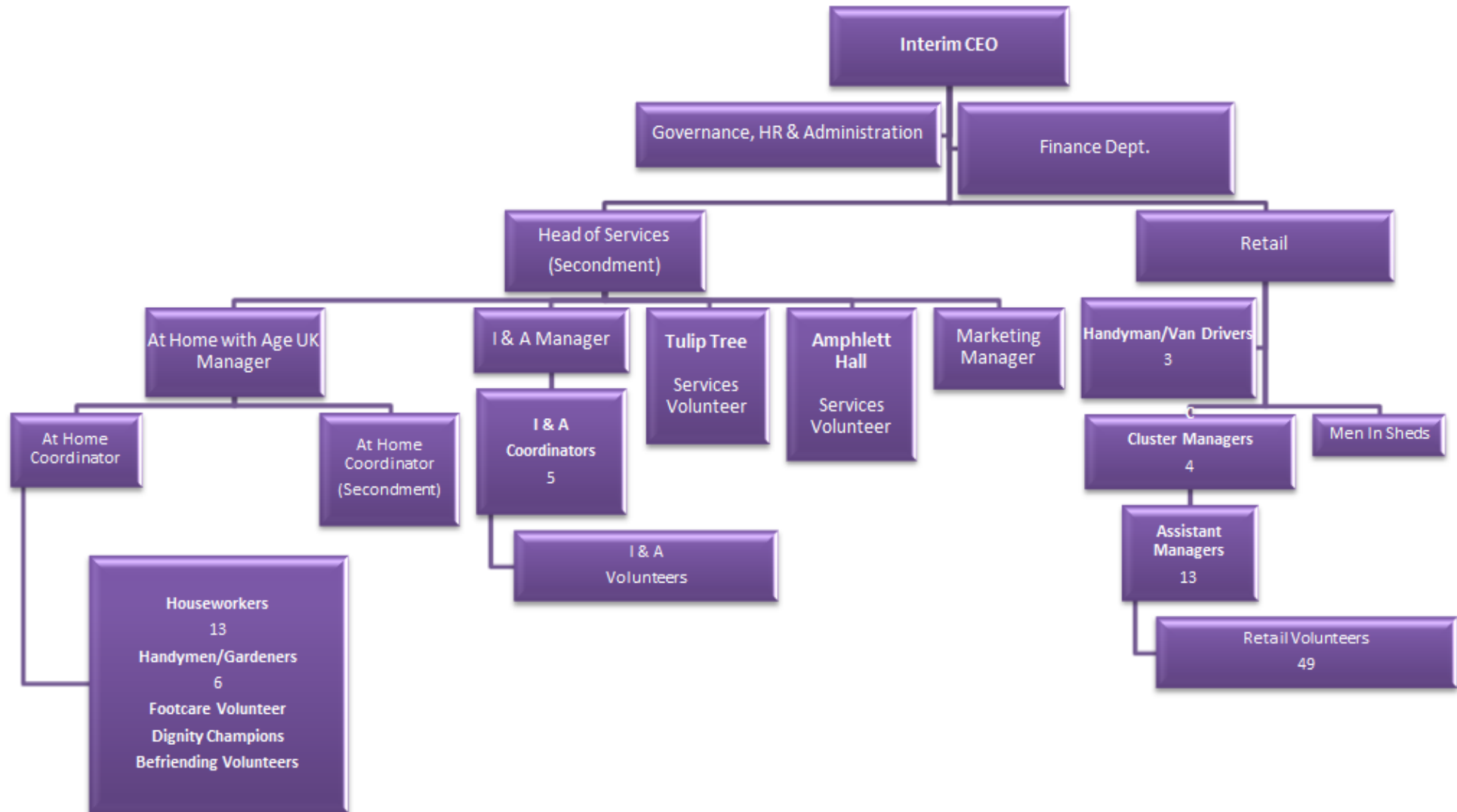
The challenge we face as an organisation is set to increase along with the demand for our services. There are 110,000 people over the age of 50 in North Worcestershire and, more significantly, 59,500 are over the age of 65 and this is set to rise to 72,600 by 2025. In North Worcestershire we have over 4,000 people living with dementia. This is predicted to rise to almost 6,000 over the next ten years with an estimated 3,000 currently living with the disease that have not yet been diagnosed.

Every day our organisation is in touch with people whom we support to help themselves and to speak up for themselves. We understand the change that is needed to transform later life for the better and everything we do is aimed at achieving this. I believe our vision 'We will work together, proactively in North Worcestershire, to make it a better place for all people to grow old' is positive, and forward-thinking for our ageing society.



Amphlett Hall, Bromsgrove

OPERATIONAL STRUCTURE 2018



THE ROLE AND RESPONSIBILITIES OF BOARD MEMBERS

The major role of an Age UK Board is to –

Ensure that the organisation has a clear purpose and direction and see that it makes progress towards its purpose, by establishing clear aims and a strategy to achieve them.

The Board must also:

- Make sure the organisation keeps to the law and follows the Memorandum and Articles of Association.
- See that the finances are well managed.
- Employs the staff and volunteers
- Reports on progress to others, promotes the organisation's work and be accountable to the public.
- Make sure that the Board works well, reviews its performance and plans for its continuity.

The Board's most important job is to lead the organisation by giving it a vision and mission and seeing that it progresses towards its aims, in partnership with senior staff.

The Board is responsible for ensuring that the organisation keeps within the law. The Board must, therefore, be aware of all relevant legislation and should seek appropriate advice.

Charity Trustees must ensure that all resources at the disposal of the charity are used to best effect to benefit the beneficiaries.

All the members of the Board are responsible for the organisation's finances and these responsibilities include –

- Making sure that the organisation has sufficient money (both income and assets) to keep going in the short, medium and long-term.
- Managing the organisation's assets, including investments and property.
- Making sure that the organisation spends its money – Board members should strike a balance between prudent long-term management and spending to benefit the beneficiaries.

It is the Treasurer's job to see that the members of the Board receive financial information in a clear and understandable form. The Treasurer should also ensure that proper financial records are kept. The Treasurer should also liaise with the Auditors.

A financial update forms part of all Board meetings.

Trustees are also responsible for ensuring that the organisation does not expose itself to unreasonable risk.

The Board is the legal employer of the organisation's staff and is also responsible for volunteers. The Board directly manages the Chief Executive who is responsible for the management of other staff and volunteers.

The Board accounts for the charity to various regulatory bodies and the public and must report on what has been done, what has been achieved and how well resources have been used to do it.

The Board is required by law to report to:

- The Annual General Meeting
- The Charity Commission
- The Registrar of Companies
- Funders

Trustees should also see that the organisation makes itself known to the public, as promoting and developing the good name of the charity is vital for the continued growth and development of the organisation.

The Board has a collective responsibility to the organisation and therefore needs to act as a successful team by –

- Having a clear purpose
- Containing a suitable mix of skills, experience and ability
- Sharing out roles and jobs according to skills/abilities/experience
- Getting the work done
- The term of office of a Board member is three years but can be re-elected.
- The Chairman is elected for a period of three years at the Annual General Meeting
- Other officers of the Board are elected annually following the Annual General Meeting
- Board meetings are held quarterly
- Board members are expected to be a member of at least one sub group which meet quarterly.
- Dates for forthcoming meetings are arranged annually.

THE RESPONSIBILITIES OF INDIVIDUAL TRUSTEES

To carry out the role of a Trustee effectively you must –

Purpose and direction

- Understand and be committed to the aims and purpose of the organisation
- Ensure that the organisation is implementing its Strategic Plan
- Ensure that the level and limits of delegated authority are clearly defined
- Ensure that there are clear lines and processes for reporting back to the Board from staff and sub groups
- Ensure that you have sufficient information to judge whether the organisation is making progress towards achieving its aims
- Keep informed about the organisation's activities and wider issues which affect its work.

Keeping to the law and Governing Document

- Read and understand the organisation's governing document
- Act, at all times, in the best interests of the organisation's beneficiaries
- Make sure that the organisation acts within the law

Managing the finances

- Read and understand the financial information provided.
- Ensure that the financial plans are being properly implemented by regular scrutiny of the management accounts, annual review of the full accounts and any other financial monitoring as necessary.
- Ensure the organisation remains solvent
- Make sure that resources are used efficiently and economically
- Ensure that the organisation is properly insured
- Make sure that the premises and equipment are properly looked after
- Ensure that the organisation is receiving suitable professional advice on investments.

Manage and delegate to staff and volunteers

- Make sure that the organisation has properly thought out policies and procedures to the employment of paid staff and the involvement of volunteers.
- Make sure that the Board has established a clear and effective working partnership with the Chief Executive
- Ensure that there are clear lines and processes for communication between the Chief Executive and the Board.

Reporting on progress

- Ensure that the Board and staff have agreed aims and objectives
- Monitor and evaluate work on a regular basis against the agreed success criteria
- Make sure that the organisation accounts for its activities to its funders, the Inland Revenue, the Registrar of Companies, the Charity Commission, the local community and others.

THE NEED

The organisation is looking to recruit a number of trustees to the Board due to retirements.

THE SKILLS REQUIRED

To help us in the task of continued growth and development we are seeking to recruit new members to our Board of Trustees who can demonstrate expertise in the following areas –

- Health and community care issues
- Fundraising and marketing
- Business management systems
- Business development and project management
- Financial management
- Leadership
- HR Experience - Practice

THE PROCESS

Should you be interested in applying to become a Trustee of Age UK Bromsgrove, Redditch & Wyre Forest you are required to complete the enclosed application form and diversity monitoring form and return it to –

Sam Humphray
Interim Chief Executive Officer
Age UK Bromsgrove, Redditch & Wyre Forest
51 Windsor Street
Bromsgrove
B60 2BJ

If you would like an informal discussion and a visit to the organisation you should telephone 01527 871840 to arrange an appointment with Mrs Schofield.

Upon receipt of the applications they will be considered by the Chairman of the organisation when you may be selected to attend an interview. Following the interview you may be invited to attend an induction process to the organisation which involves visits to the departments and discussions with staff and Trustees, followed by attendance at a Board meeting. References will be taken up at this point.

Should this process be successful you will be invited to attend subsequent Board meetings and sub group meetings followed by nomination to the Annual General Meeting.

PERSON SPECIFICATION

ROLE: TRUSTEE

	Tick	How Assessed
<p>Essential qualities</p> <p>Able to work as part of a team and to accept corporate responsibility.</p> <p>Proven ability to think strategically and exercise independent judgement.</p> <p>Able to communicate effectively and to act as an organisation champion with a variety of stakeholders.</p> <p>Able to demonstrate an interest in, and understanding of, the development of services for the benefit of older people.</p> <p>An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees.</p> <p>Able and willing to attend quarterly Board meetings and sub group meetings as required.</p>		<p>Application form and interview.</p>
<p>Desirable knowledge & experience</p> <p>It would be advantageous if Trustees possess experience of one or more of the following areas –</p> <p>Business management Charity/Company/Employment law Recruitment and personnel management Contract negotiation Equal Opportunities and Diversity Financial management Fundraising Governance Health & safety Innovation and continuous improvement Information technology Marketing Media/Public relations Networking Business performance management Property management Research Strategic planning</p>		<p>Application form Interview References</p>

Volunteer Application Form

Section/Service (e.g. Trustee/shop volunteer etc.):
--

Title:		Name:	
Address:			
Post Code:			
Telephone – Home:		Work:	
		E-mail address:	
		Car driver: Y/N	Have own car: Y/N

Status (Please Tick)			
Unemployed	<input type="checkbox"/>	Student	<input type="checkbox"/>
Working Part Time	<input type="checkbox"/>	Working Full Time	<input type="checkbox"/>
		Retired	<input type="checkbox"/>
		Long Term Sick/Disabled	<input type="checkbox"/>
Other (please Specify)			

Outline any skills, interest, hobbies, previous experience

How much time do you have available for volunteering? (Please indicate times/days which are convenient for you)
Days? Times?

FOR OFFICE USE ONLY

Accepted Y/N	References taken:	References received:
CRB:	Start date:	Welcome letter:

How did you find out about voluntary work with us?

(Please tick boxes below)

Press Advert	<input type="checkbox"/>	Leaflet	<input type="checkbox"/>
Article in Newspaper	<input type="checkbox"/>	Referred by a friend	<input type="checkbox"/>
TV/Radio	<input type="checkbox"/>	Volunteer Bureau	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	From a User of Age Concern	<input type="checkbox"/>
Poster	<input type="checkbox"/>	Talk/Presentation	<input type="checkbox"/>
Other (please give details)			

What are your reasons for volunteering? (Please tick any of the boxes below)

To gain work experience	<input type="checkbox"/>	To get involved in the community	<input type="checkbox"/>
To develop new skills	<input type="checkbox"/>	To make new friends	<input type="checkbox"/>
To build up my confidence	<input type="checkbox"/>	To maintain existing skills	<input type="checkbox"/>
Additional reasons or comments			

When will you be able to start Volunteering?

In order that we may offer you appropriate support in your volunteer role, please advise us of any health problems or medical conditions that you think may affect the type of volunteer duties that you can do.

In both the interests of yourself and the people with whom you will be working, we require a reference from two referees **who have known you for at least 2 years.** These referees *MUST NOT BE FAMILY MEMBERS.*

If your circumstances mean that you are unable to provide current reference, we will be happy to discuss this further with you

Name: Address: Postcode: Tel No: Relationship to you:	Name: Address: Postcode: Tel No: Relationship to you:
---	---

As an agency working with vulnerable people, certain volunteer roles are considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any convictions must be declared. You must disclose all previous convictions; none of these may be considered spent.

Have you ever been convicted, warned, reprimanded or cautioned of a criminal offence, or liable in a civil case? **YES/NO**

If yes, details will be required from you on a separate sheet. (in strict confidence).

We may require a criminal records check. Do you give your permission for us to carry out a check? **YES/NO**

Under DATA PROTECTION ACT 2018 (DPA 2018), all personal data obtained and held by us must be processed according to a set of core principles.

Information on our database is **strictly confidential** and we do not pass on any personal data about you to outside organisations and/or individuals without your express personal consent. Please indicate if you agree that we may:

Keep basic information from this form on computer? **YES/NO**

Send you updates and more information about Age UK? **YES/NO**



Emergency Contact:

Name:

Address:

Postcode:

Tel No:

Relationship to you:

I certify that all the information given on this form is correct

Signature

Date:

Thank you for your interest in volunteering with Age UK Bromsgrove, Redditch & Wyre Forest

Please return this form to:

**Age UK Bromsgrove, Redditch & Wyre Forest
51 Windsor Street
Bromsgrove
B60 2BJ**