

## **TRUSTEE RECRUITMENT PACK**

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

**Tel: 01527 871840**

**Email: [enquiries@ageukbrwf.org.uk](mailto:enquiries@ageukbrwf.org.uk)**

**Registered Charity No 1165891**

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## **INTRODUCTION**

Age UK Bromsgrove, Redditch & Wyre Forest provides services for older people throughout North Worcestershire and is a Charitable Incorporated Organisation (CIO). Services provided include information and advice, various community services, independence at home and a number of retail shops. The organisation currently provides services for close to 4,500 older people on a regular basis.

The charity was formed in 2016 following the merger of Age UK Bromsgrove & District, Age UK Redditch & District and Age UK Wyre Forest. These individual Age UK Partners already had an established presence in their communities (having previously been local Age Concerns) By creating a larger organisation, Age UK BRWF is better positioned to respond to a challenging economic climate and the changing demands being placed on our charity.

## **VISION**

To make North Worcestershire a better place for people to grow old.

## **MISSION STATEMENT**

We will deliver high quality local services and support for people over the age of 50, to promote independence and inclusion.

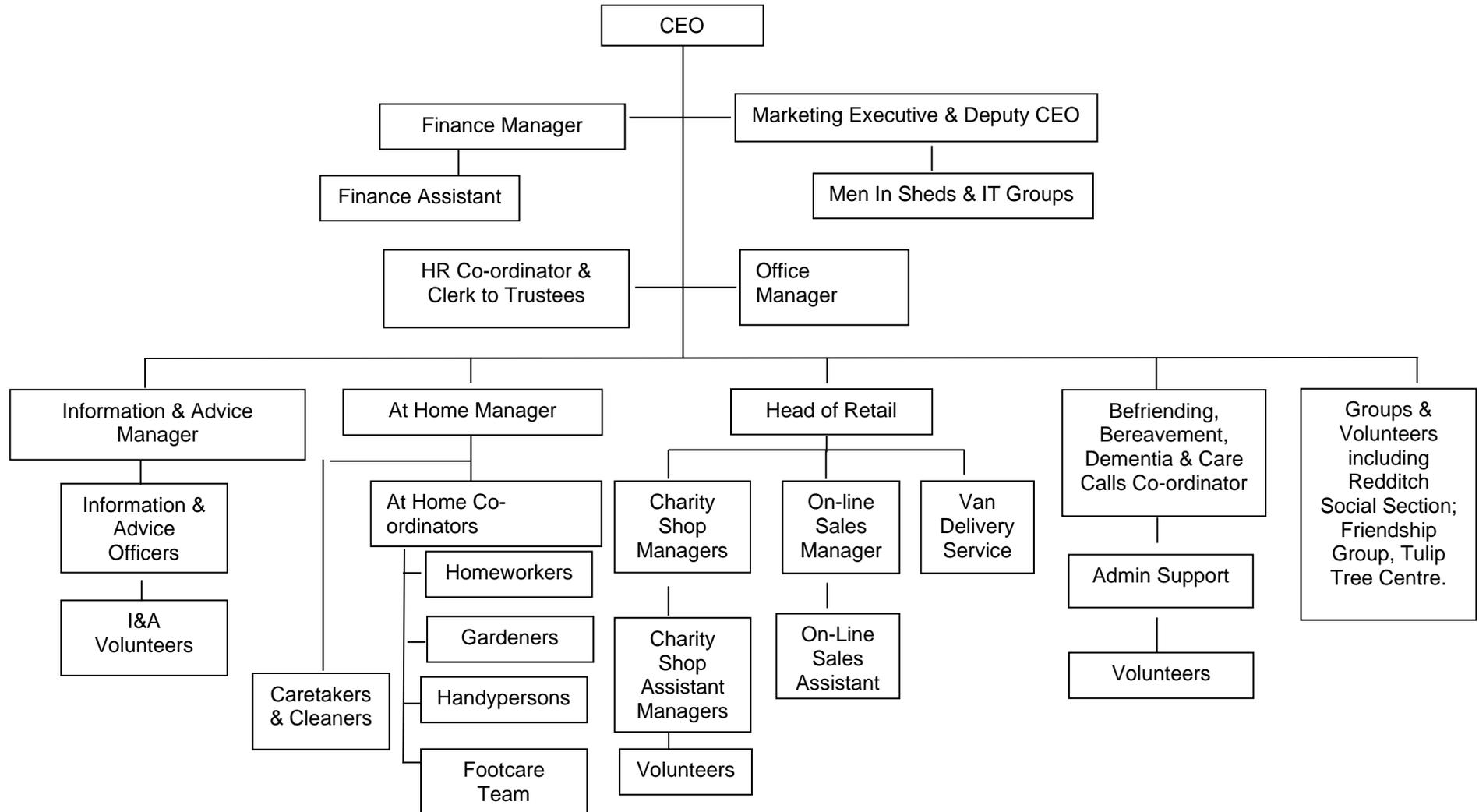
## **BOARD OF TRUSTEES**

Age UK Bromsgrove, Redditch & Wyre Forest is looking for people to join the Board of Trustees to bring skills and experience to help take forward and build upon our excellent range of services delivered to older people and positively contribute to the growth of our organisation. We hope to attract people from all sectors of the community to reflect the diversity of our client group and local population.

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

The Board currently hold six meetings per year plus an Annual General Meeting and it is an expectation that Trustees will attend each meeting. Outside of the formal meeting there will be an opportunity to be involved in aspects of the organisation's work.

### Interim Organisational Structure AgeUK BRWF



## **THE ROLE AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Board's most important function is to lead the organisation by giving it a vision and mission and setting strategies, plans and objectives to achieve those objectives.

In addition, the Board is responsible for:

- Managing risk.
- Financial viability and control.
- Monitoring performance.
- Ensuring Proper conduct of affairs and all aspects of compliance is adhered to.
- Appointment of the Chief Executive and being legal employer of staff and volunteers.
- Reporting to the Charity Commission, the Registrar of Companies and Funders.
- Establishing the delegation framework.
- Promoting the organisation to the public and potential funders.

## **THE ROLE AND 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 subgroups.
- 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.
- Contributing and sharing responsibility.

### **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 for 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.

## **TERM OF OFFICE**

A Trustee is appointed for a period of three years but may be re- elected at an Annual General Meeting.

As a prospective trustee you will be asked to sign a declaration of eligibility to ensure that you meet the legal requirements to act as a trustee. The following is a brief summary of the key elements of that declaration, in which you will be asked to confirm that you are not disqualified from acting as a charity trustee and that you:

- Are capable of managing your own affairs.
- Are not disqualified to be a company director.
- Have no unspent convictions for deception or dishonesty.
- Have not been removed from office as a trustee.
- Are not as undischarged bankrupt.

## **TRUSTEE APPLICATION FORM**

### **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 one or more of the following areas:

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

### **The Process**

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

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

If you would like an informal discussion and a visit to the organisation, please telephone 01527 871840 to arrange an appointment.

Upon receipt of your application, it will be considered by the Chair of the organisation when you may be selected to attend an interview and references taken up with permission. If appointed, you will be invited to attend an induction process which involves visits to the departments and informal discussions with staff and Trustees. You will be invited to attend at a Board meeting as a Trustee in Waiting.

Should this process be successful, you will be invited to attend subsequent Board Meetings as a full Trustee, followed by confirmation of the appointment at the Annual General Meeting.

## PERSON SPECIFICATION

**ROLE:** TRUSTEE

	Tick	How Assessed
<p><b>Essential qualities</b></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 Board meetings and subgroup meetings as required.</p>		<p><b>Application form and interview.</b></p>
<p><b>Desirable knowledge &amp; experience</b></p> <p>It would be advantageous if Trustees possess experience of one or more of the following areas:</p> <ul style="list-style-type: none"> <li>- Charity/Company/Employment law.</li> <li>- Recruitment and personnel management.</li> <li>- Contract negotiation.</li> <li>- Equal Opportunities and Diversity.</li> <li>- Fundraising.</li> <li>- Governance.</li> <li>- Health &amp; safety.</li> <li>- Innovation and continuous improvement.</li> <li>- Information technology.</li> <li>- Marketing.</li> <li>- Media/Public relations.</li> <li>- Networking.</li> <li>- Business performance management.</li> <li>- Property management.</li> <li>- Research.</li> <li>- Strategic planning.</li> </ul>		<p><b>Application form Interview References</b></p>

### TRUSTEE APPLICATION FORM

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

<b>Status (Please Tick)</b>					
<b>Unemployed</b>		<b>Student</b>		<b>Retired</b>	
<b>Working Part Time</b>		<b>Working Full Time</b>		<b>Long Term Sick/Disabled</b>	
<b>Other (please Specify)</b>					

**Outline any skills, interest, hobbies, previous experience:**

**How did you find out about this vacancy?** (Please tick boxes below)

Press Advert		Leaflet	
Website		Referred by a friend	
Article in Newspaper		Volunteer Bureau	
TV/Radio		From a User of Age Concern	
Exhibition		Talk/Presentation	
Poster			
Other (please give details)			

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 references, we will be happy to discuss this further with you**

<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Postcode:</b></p> <p><b>Email:</b></p> <p><b>Tel No:</b></p> <p><b>Relationship to you:</b></p>	<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Postcode:</b></p> <p><b>Email:</b></p> <p><b>Tel No:</b></p> <p><b>Relationship to you:</b></p>
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**As an agency working with vulnerable people, certain 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:**

**Email Address:**

**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 becoming a Trustee with Age UK Bromsgrove, Redditch & Wyre Forest

**Please return this form to:**

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

**FOR OFFICE USE ONLY**

<b>Accepted Y/N:</b>	
<b>References taken:</b>	
<b>References received:</b>	
<b>Start date:</b>	
<b>Welcome letter:</b>	

**STRICTLY CONFIDENTIAL  
RECRUITMENT MONITORING SHEET**

This form is confidential and will not be seen by the selection panel.

<b>POST APPLIED FOR:</b>	Trustee
Surname:	
Initial(s):	
Date of Birth:	
Date:	
Location:	

**ETHNIC GROUP**

I would describe myself as:

**WHITE**

British	
Irish	
Any other White background	

**MIXED**

White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background	

**ASIAN OR ASIAN BRITISH**

Indian	
Pakistani	
Bangladeshi	
Any other Asian background	

**BLACK OR BLACK BRITISH**

Caribbean	
African	
Any other Black background	

**CHINESE OR OTHER ETHNIC GROUP**

Chinese	
Other Ethnic Group	

**GENDER**

Female		Male	
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**DISABILITY**

Do you consider yourself to have a disability?			
Yes		No	