1. Chair, Age UK Buckinghamshire

Age UK Buckinghamshire is an independent and local charity, dedicated to making Buckinghamshire a great place to grow old. Age is different for everyone and the challenges and the demands are different for everyone too. At Age UK Buckinghamshire, we are many things to many people – a source of advice, information, companionship and support. We put the interests of older people living in Buckinghamshire at the centre of everything we do; by helping them achieve and maintain their independence and wellbeing.

As a charity, we have been supporting older people across Buckinghamshire for over 70 years. We are now at a pivotal and exciting stage in our journey. We are actively shaping the future of the charity to review and update our offering to ensure we meet the changing needs and expectations of older people through and beyond the COVID pandemic. We are also looking to build a network of funding streams to secure the independent future of the organisation. By joining our Board of Trustees, you will play a critical role in forming our strategy and the roadmap for the next 5 years.

The successful individual will join the Board to lead after an initial introductory period. You will set the strategic tone and direction to ensure the highest levels of governance are in place to innovate, support growth, and enhance our quality of provision. Importantly, you will provide appropriate challenge to the team, manage the Board, and work closely with the CEO to enhance and promote the capacity and reputation of the organisation.

We are seeking to appoint someone who will be passionate about our cause, ideally have experience as a Trustee or Chair, or of holding a management position in the charity sector.

The role responsibilities include:

* chairing meetings of the Trustee Board
* supporting and supervising the Chief Executive and acting as a channel of communication between board and staff
* acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
* leading on the development of the board and ensuring its decisions are implemented.
* taking urgent action (but not decision making unless authorised) between board meetings when it isn’t possible or practical to hold a meeting.
* overseeing the financial performance of the organisation and making sure its money is well spent
* ensuring the voices of stakeholders are heard

Candidates should send their CV along with a short covering letter to bashcroft@ageukbucks.org.uk

1. The Treasurer

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We have a vacancy for someone to join our Board of Trustees as Treasurer.

 As well as attending Board meetings, the Treasurer chairs the Finance Committee.

We are looking for an individual who has an understanding of the financial dynamics of a charity; is comfortable dealing with finance matters; has experience of strategic financial planning, experience of the governance of budgetary and contract management; knowledge of the development and management of a strategic investment and reserves policy; and is comfortable working with external auditors.

The role responsibilities include:

* presenting financial reports to the board in a format that helps the board understand the charity’s financial position
* chairing the Finance Committee
* advising the board on how to carry out its financial responsibilities
* liaising with professional advisors
* working with the finance team to oversee the preparation and scrutiny of annual accounts

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1. Trustee

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We are looking for new Trustees to join Age UK Buckinghamshire Board. We are seeking individuals who are passionate about our cause, willing and able to devote the necessary time and effort to the organisation, able to think creatively and speak their mind, and have an understanding of the legal duties, responsibilities and liabilities of the trusteeship.

The role responsibilities include:

* Ensuring that the organisation pursues its purpose, as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Attending the Board Meetings

Candidates should send their CV along with a short covering letter to bashcroft@ageukbucks.org.uk