



Trustee Role Description & Specification – Age UK Camden

Summary of Age UK Camden

Age UK Camden is an independent charity that helps older people to stay active, stay connected and get the most out of life. We've been working in the local community to support older people for 50 years and have 60 dedicated staff and over 200 volunteers helping us to deliver high quality, innovative services and activities for older people in Camden.

Responsibilities

Age UK Camden Board is responsible for the management of the affairs of Age UK Camden between annual general meetings. It conducts its business through properly regulated meetings and follows agreed processes and procedures. The Board is mostly elected by the members and is accountable to them. It demonstrates its accountability through the publication of appropriate reports to the members and funders, and where appropriate, regulatory bodies, in addition to reporting at the annual general meeting.

Main duties of a trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), 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 (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort outside of the Board Meetings and AGM
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time Commitment

Trustees commit to regular attendance at Board meetings which are held 6 times a year. Trustees are expected to attend at least 4 of the 6 meetings each year and trustees who fail to attend three consecutive meetings without approval of the Board will be deemed to have vacated their position.

Trustees are also required to:

- Participate in appointment panels, committees and/or occasional working groups dealing with specific aspects of the charity's management and development;
- Attend and participate in opportunities for training.

Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties as outlined in the Volunteer Expenses Policy. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

This Document is to be read in conjunction with the Memorandum and Articles of Association.