

## **Role Description for Trustees of the Board**

### **The Role of the Board of Trustees**

The Board of Trustees is responsible for the governance of the charity, Age UK Cheshire East, in accordance with its Articles of Association and its charitable objectives. It should ensure that Age UK Cheshire East makes the most effective use of its resources and it sets the strategic direction of the charity. The Chief Executive has responsibility for the operational management of the charity.

The trustees are legally responsible for the charity's money and property. Board members are both charity trustees and directors of a company limited by guarantee. Their activities are governed by both the Charity Acts and the Companies Acts.

### **Term of Office**

The Board is currently made up of six elected trustees, including the Chair. Persons elected to the Board may serve for three years from the date of their election and are eligible for re-election for a maximum of six consecutive years.

### **Time Commitment**

The minimum time commitment required for this role is six meetings of the Board a year, plus an annual strategic planning day.

The finance lead trustee will be required to attend the monthly Finance & Audit Committee, as well as other ad-hoc meetings related to financial matters.

We are also looking for trustees with an interest in digital skills; fundraising and marketing, and if you have such skills, the Board would look to utilise those skills appropriately, and you may be involved in some ad-hoc work in those areas to support the outcomes of the Board.

Adequate preparation time needs to be allowed before each meeting to ensure full understanding of the issues to be discussed. Involvement in other specific areas of work, dependent upon appropriate skills and experience, and attendance at events is optional but desirable.

### **Expenses**

The position is unpaid. Travel expenses may be claimed.

### **Main Tasks**

- To ensure that the work undertaken by Age UK Cheshire East is consistent with the objects of the charity.
- To ensure that Age UK Cheshire East functions within legal and financial requirements.
- To determine and regularly review the strategic direction of Age UK Cheshire East.

## **Main Duties**

### **Ensuring the objectives of the charity are consistent with its aims**

- Ensure that the strategic aims in the business plan are in accordance with the objectives set out in the charity's Articles of Association.
- Reflect the charity's mission statement, strategy and major policies at all times.

### **Ensuring legal and financial compliance**

- Ensure there is a clear understanding within the charity about the governance responsibility of trustees and the operational management responsibility of the Chief Executive.
- Ensure that the charity complies with regulations and statutory requirements.
- Ensure that the charity's financial dealings are prudently and systematically accounted for, audited and publicly available. Where appropriate, ensure that monies are invested to the greatest benefit of the charity, within the constraints of the law.
- Ensure that the charity has appropriate procedures to comply with current employment and equal opportunities legislation and good practice in relation to recruitment and employment.
- Ensure that the Board of Trustees reviews its role on an annual basis.

### **Specific finance role (relating to Finance Trustee only)**

- Ensure, in close co-operation with the Chief Executive and Deputy Chief Executive, that an appropriate financial policy framework and internal financial operations manual is in place to guide the Charity's financial decision making
- Provide advice to the Finance & Audit Committee and Board on the key financial assumptions included in the annual business plan and budget proposals
- Provide financial acumen and expertise to the Finance & Audit Committee, to ensure effective oversight of the charity's financial governance;
- Undertake monthly oversight of the management accounts and review financial matters as stipulated by the Committee
- Provide support and advice to the Management Team on financial matters
- Provide oversight on the preparation of the annual accounts, including meeting with the external auditor to discuss plans for the annual audit & any other related work

### **Determining strategic aims**

- Agree overall strategy and policy objectives which can be monitored
- Ensure that aims are set within the available resources and agree budgets
- Monitor the progress of the business plan
- Using your own experience and skillset to undertake appropriate challenge and oversight of the charity's operations

## **Personal Contribution**

- Have a keen interest in the objectives of the charity and issues impacting on older people
- Contribute specific skills, interests and contacts
- Be an active member of the Board of Trustees in exercising its responsibilities and functions
- Fulfil such other duties and assignments, which may be required from time-to-time by the Board, or at the request of the Chief Executive.

*Drafted: September 2018*