



The Role of Trustees – Job Description

Age UK Derby & Derbyshire (“AUKDD”) is an independent registered charity and its constitution is that of a company limited by guarantee, registered at Companies House, regulated by its Memorandum & Articles of Association under which trustees may be co-opted or elected by the members for a period of 3 years after which they are available for re-election.

The role of trusteeship is therefore combined with that of a director of the company. Directors are also eligible to become members of the company with limited personal liability.

General Aim

To seek to ensure (in common with fellow trustees) that Age UK Derby & Derbyshire operates in a manner which enables it to fulfil its defined objects as effectively as possible and in accordance with statutory and other obligations and the limitations bearing upon it.

Trustees have responsibilities both personally and collectively through their membership of the board of trustees. The Charity Commission produces guidance on both the role and responsibilities in a document: ‘CC3- The Essential Trustee: What you need to know’, and the responsibilities include:-

Specific duties

Every trustee of AUKDD should:

1. Have a clear view of the charity’s objects and the rules governing its operations as set out in its Memorandum and Articles of Association.
2. Regularly attend meetings of the charity’s Board of Trustees and contribute, and support others in contributing, to the business of such meetings.
3. Have an understanding of the legal and regulatory framework within which the charity operates and help to ensure compliance.
4. Act in accordance with the code of conduct for trustees of AUKDD.
5. Maintain a “governance” perspective by ensuring the Board of Trustees
 - Establishes the charity’s strategic direction and goals.
 - Operates a process by which the charity’s performance is evaluated.

- Defines the boundaries of management authority.
 - Delegates to management the implementation of plans and budgets.
 - Establishes and monitors key performance indicators on a regular basis and holds management accountable for outcomes.
 - Appraises the performance of the Chief Executive.
6. Represent only an agreed position or decision when speaking publicly.
 7. Participate in reviewing the Board's performance.
 8. Assist in identifying future trustees and in inducting new trustees.
 9. To act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.
 10. To use reasonable care and skill in their work as a trustee.
 11. To maintain a reasonable level of knowledge of older people's issues.
 12. To act in good faith when undertaking the trustee role.
 13. To be sufficiently knowledgeable to make informed decisions.

Time commitment

Every AUKDD trustee is expected to attend meetings of the Board of Trustees unless prevented from so doing by personal circumstances or commitments (in which case apologies are to be given prior to the meeting). In addition trustees are expected to give time to attendance at meetings of Board committees and in other circumstances outside the Board meetings, including preparation for meetings, visiting projects and undertaking training, all within the reasonable convenience of trustees and with appropriate advance notice.

Joint responsibilities with other trustees

These include:

- Acting as employers of the charity's paid staff and accepting legal responsibility for all its workers but day to day employer responsibilities are delegated to the Chief Executive.
- Determining overall policy for the work of the charity and ensuring that, within the constraints of resources, the charity is achieving its goals and is able to meet its objectives.
- Taking a long term view of how the work of the charity should develop.

- Ensuring the continuing availability of the required level of funding.
- Ensuring that all trustee responsibilities delegated to the Chief Executive and senior managers are carried out.
- Accepting ultimate responsibility for the proper administration of the charity in accordance with the provisions of its governing documents.
- Ensuring that we produce annual accounts and a report from trustees within the stipulated timescales.
- To use charitable funds and assets reasonably and only in furtherance of the charities objects.
- To avoid undertaking activities which might place the charities funds, assets or reputation at undue risk.
- To consider getting external professional advice on matters where there may be a material risk or where trustees may be in breach of their duties.
- Ensuring that staff and volunteers have a safe and healthy environment in which to work
- Ensuring fair employment practices are in place and that our policies and procedures comply with our statutory obligations

The Role of Trustees – Person Specification

An effective trustee of Age UK Derby & Derbyshire (as with any other charitable organisation) should be able to demonstrate the following:

1. An interest in the work and objectives of the charity and in the wider field of activity in which it operates
2. A range of life experiences, work related and/or domestic, on which to draw and bring to the affairs of the charity, coupled with sound independent judgement. Experience or qualifications, particularly in the area of finance, human resources, law, strategic planning, general commercial management, local government or the voluntary sector, whilst valuable in the role, is not essential.
3. A willingness to devote the minimum necessary time and effort to the role of trustee in preparation for and attendance at meetings of the Board and of its Sub-committees, and to contribute more fully to the work of the charity as opportunities arise and personal circumstances and commitments permit.

4. An ability to work effectively as a team member, with willingness to debate issues, to state a point of view and to ask questions.
5. Acceptance of the legal duties, responsibilities and liabilities of trusteeship.