



Join the Board

Age UK Derby and Derbyshire

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Charity Trustee

Voluntary role

10-12 days per year

Join the Board

Let's change how we age

We are looking for new people to join our Board of Trustees and help to govern our charity. This is an exciting opportunity to put your skills, knowledge and experience to good use to help our charity thrive.

- Our diverse range of services and income generation means we value a wide range of life experience in our Board
- Currently we are particularly interested in people with experience in human resources, finance, property management, digital technology and retail
- To ensure our board is reflective of our local communities and workforce, we strongly encourage applications from people with lived experience of rural life and people from ethnic minority communities

We are an independent charity working in Derbyshire, our information, advice, support and care makes a real and lasting difference to thousands of older people and those who care for them. With your help we can continue to help change how we age.

Visit www.ageuk.org.uk/derbyandderbyshire to find out more about our work.

Read this pack and complete the application form to apply.

If you'd like to talk to us about the role, please email katy.pugh@ageukdd.org.uk

Closing date: When a suitable candidate is found

Trustees Role Description

Age UK Derby & Derbyshire ("AUKDD") is medium-sized local charity working within the County of Derbyshire including Derby City. We are a member of a network of local Age UK's working together nationally to improve the lives of older people now and in the future.

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. 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.

Our trustees play a vital role in making sure that Age UK Derby and Derbyshire achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that AUKDD has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable AUKDD to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties

Our Trustees:

- ✓ Support and provide advice on AUKDD's purpose, vision, goals and activities.
- ✓ Approve operational strategies and policies and monitor and evaluate their implementation.
- ✓ Oversee AUKDD's financial plans and budgets and monitor and evaluate progress.
- ✓ Ensure the effective and efficient administration of the organisation.
- ✓ Ensure that key risks are being identified, monitored and controlled effectively.
- ✓ Review and approve AUKDD's financial statements.
- ✓ Provide support and challenge to AUKDD's CEO in the exercise of their delegated authority and affairs.
- ✓ Keep abreast of changes in AUKDD's operating environment.
- ✓ Contribute to regular reviews of AUKDD's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- ✓ Use independent judgment, acting legally and in good faith to promote and protect AUKDD's interests, to the exclusion of their own personal and/or any third-party interests.
- ✓ Contribute to the broader promotion of AUKDD's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Terms of appointment

Terms of office

- Trustees are appointed for a three-year term of office, renewal for further terms.
- This is a voluntary position, but reasonable expenses, agreed in advance, are reimbursed. Travel is reimbursed at 0.45p per mile.

Time commitment

- Attending 4 Board meetings annually. Meetings are held in-person and our constitution allows for remote meetings or attendance as necessary
- Working in 1 programme board, attending 4 meetings annually via Teams
- Attending 1 strategy day per Strategic Plan
- Completing online training and development
- Visiting 2 services/teams per year

Committee membership

Trustees work with key staff in three Programme Boards which each meet prior to the Board Meeting. Programme Boards meet remotely, via Teams:

- Finance and Income Generation Programme Board – our income, expenditure and income generation
- Services Programme Board – our charitable services
- Organisational Development Programme Board – our quality systems, policies and procedures, legal requirements and operational resources

Trustees participate in at least one Programme Board.

Ad hoc and occasional support through working groups and / or support to the executive team.

Who we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. Trustees of AUKDD need an interest in the wellbeing of older people and those who care for them or a willingness to learn about the issues affecting older people and carers. [You do not need previous governance experience – we will provide a full induction and training.]

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our charity values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Further reading:

We recommend that Trustees read and consider the Charity Commission guidance on both the role and responsibilities of trusteeship in: 'CC3- The Essential Trustee: What you need to know', and 'The Essential Trustee' infographic in this pack.

The Essential Trustee

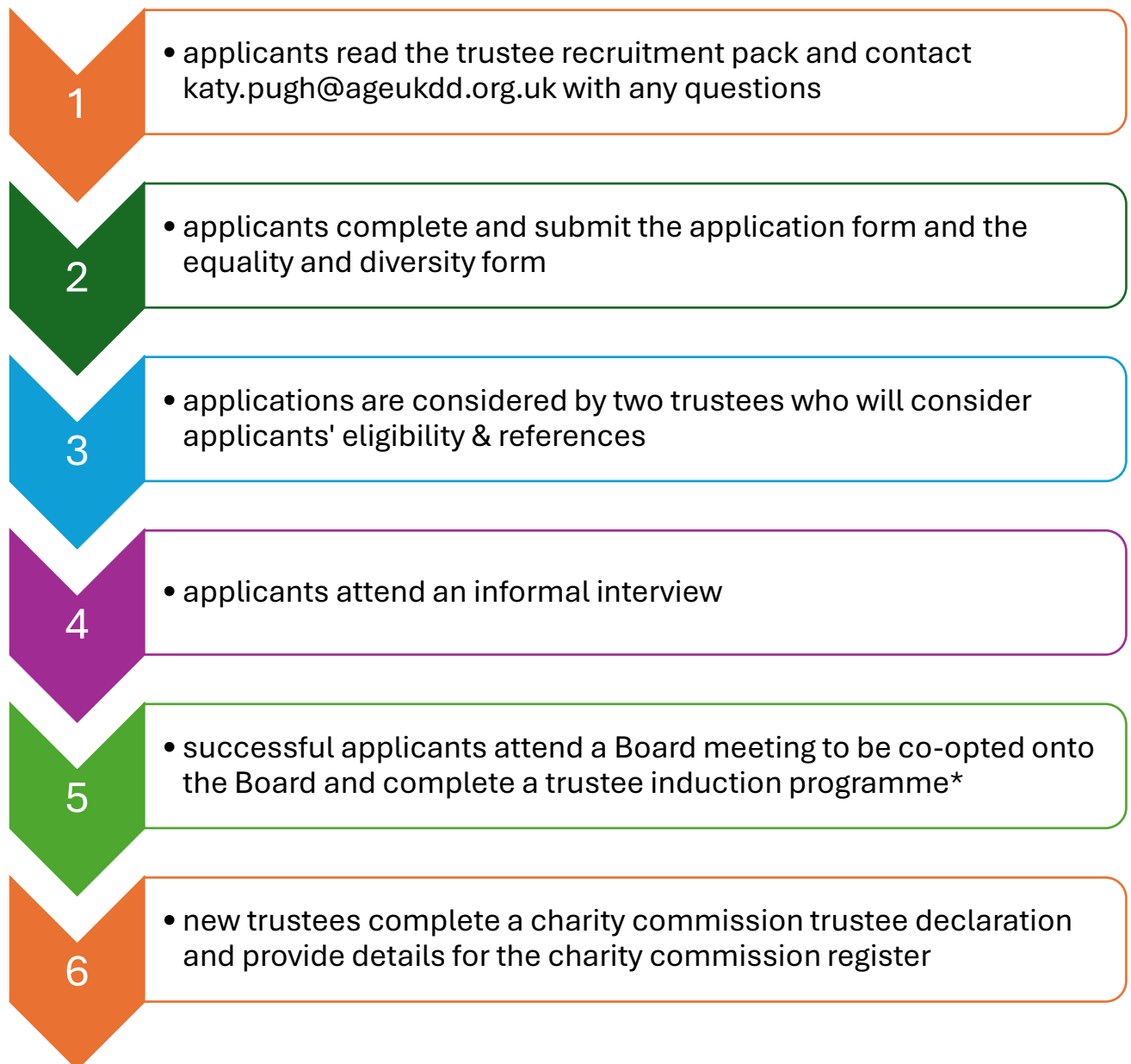
6 main duties



The Governance Jigsaw – The Essential Trustee (CC3)



Trustee recruitment process



*Following interview new trustees will complete an induction programme for their role. This will include meetings with the Board of Trustees, online training modules, site visits, meetings with the CEO and the Head Office team and can be extended to include additional training as required.