

## Trustee Role Outline

Charity Trustees (also known as directors) are the people who serve on the governing body of a charity. They are equally responsible in law for the Board's actions and decisions and have equal status as Trustees. Age UK Devon Charity Trustees have and must accept ultimate responsibility for the charity's affairs. They use their personal skills and experience to ensure that Age UK Devon is solvent, well run, efficient and delivering its charitable outcomes.

The Trustee role can be very rewarding and enjoyable offering an opportunity to serve the community whilst learning new skills. The Trustees role is to focus on the strategic direction of Age UK Devon and to ensure effectiveness and accountability. Day-to-day operational decisions are delegated to the Chief Executive.

Trustees are expected to ensure that their personal, political and financial interests do not conflict with, or compromise their Trustee position and are required to disclose any personal interests, political activities, volunteering, private work or second jobs, which could potentially create a conflict. Trustees must not use their position or information gained in to further their own interests or create financial benefits or the interests or financial benefits of others (i.e. family members or people they reside with).

### Main tasks:

- To ensure that the charity complies with its Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations.
- To ensure that the charity pursues its charitable objects as defined in its Articles of Association.
- To ensure the charity applies its resources exclusively in pursuance of its objects, i.e. the Charity must not spend money on activities, which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive and monitor his/her performance.

- In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

This role outline is reviewed every two years.

## **Additional Information**

### **Disclosure & Barring Service (DBS) & References**

Trustees are also required to complete an enhanced DBS check. You will be sent an online application request and asked to bring your identity documents to your induction so that your application can be verified.

As part of the recruitment process, Age UK Devon will request references from the referees named within your application form.

### **Out of pocket expenses**

Trustees will be reimbursed for reasonable and receipted out of pocket expenses (mileage, parking, public transport etc.) on a monthly basis, payable by BACS.

### **Time Commitment**

- Full trustees' meetings take place in April, July, October and January of each year. They usually take between 2-3 hours.
- Committee meetings for elected trustees take place once a quarter, usually one month prior to the full board meeting. They usually take between 2-3 hours.
- Preparation in advance of meetings.
- Annual General Meeting.
- Strategic planning meetings (ad hoc).

### **Reference material**

Trustees are encouraged to look at support material on the internet. Some suggestions are:

- <http://www.smallcharities.org.uk/>
- <http://www.associationofchairs.org.uk/>
- <https://www.gov.uk/government/organisations/charity-commission/services-information>
- <http://trusteelearning.org>