

**Trustee Role Description**

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| **Title:** | **Trustee Board Member** |
| **Main purpose & overview of role** | The Board of Trustees is responsible for the management of the affairs of Age UK HHB. It conducts its business through its meetings and sub-committees and follows agreed processes and procedures. It produces reports to funders and the ‘Friends’, and where appropriate to its regulators the Charity Commission and Companies House.  This is an unpaid role. Reasonable expenses, e.g. travel costs, reimbursed. |
| **Responsibilities and activities** | **The duties of a trustee board member are to:**   * Be diligent and sensible in the administration of their duties * Keep within its charitable objects and powers * Maintain confidentiality and exercise proper discretion at all times in regard to the affairs of Age UK HHB * Observe all policies /procedures agreed by the Board in day to day and strategic matters * Actively participate in promoting the work and image of Age UK HHB to the wider community * Provide the necessary information to comply with the requirements of regulatory and other statutory bodies * Comply with the Charity's code of conduct, conflict of interest policy and professional standards by behaving in a professional manner at all times and promoting the charity’s policies including Equality and Diversity * Respond sensitively to the needs of older people as members, service users or in the wider community in the carrying out of Board plans and policies   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 leading discussions, identifying key issues, providing advice and guidance on new initiatives and evaluating or offering advice on other areas in which the trustee has particular expertise. |
| **Qualities and experience required** | **Each trustee must have:**   * A commitment to the mission of Age UK HHB * A willingness to meet the minimum time requirement * Integrity * Strategic vision * Good, independent judgement * An ability to think creatively * An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship * An ability to work effectively as a member of a team and to take decisions for the good of the charity   **The board of trustees collectively needs skills and experience in the following areas:**   * Financial management * Income generation * Business development and marketing * Local voluntary sector in each of the three boroughs * Local government and statutory bodies in each of the three boroughs * Charity law and governance * Digital strategy and communication * Trading subsidiaries and social enterprise * Human resource management * Estate management * Collaborative partnerships * Social investment and impact |
| **A commitment to the role and time required** | Six board meetings a year (3 hours’ duration in working hours) plus one all day strategy meeting, usually in Uxbridge. In addition, trustees are encouraged to join a subcommittee or working group to further the work of the board and support the SMT. These usually meet in Hayes (teleconference facilities available).  Trustees are expected to keep up to date with board and other documents and contribute to email discussions.  Trustees may be invited to participate in induction sessions, staff and volunteer events, external gatherings with stakeholders and an annual meeting with the Chair. |
| **Checks to be completed for role** | References will be requested. |
| **What can you expect from volunteering at Age UK Hillingdon** | * Clearly defined voluntary role within the organisation * Provide induction, information and training to enable you to carry out your role effectively * Support your development within the role and your personal development by offering appropriate induction, training and feedback opportunities * Provide you with the policies, procedures and standards of the organisation in relation to your role * Provide an accessible complaints procedure * Out of pocket expenses |
| **Still interested?** | Please contact Julian Lloyd on **07753 275070** or e-mail **JLloyd@ageukhhb.org.uk** for further details. |

**Age UK Hillingdon, Harrow and Brent is committed to safeguarding and promoting the welfare of all older people and children within the London Boroughs of Hillingdon, Harrow and Brent**