

Trustee role description

1.0 Background

Age UK Hillingdon (AUKH) is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees operating in compliance with the Age UK Brand Partnership Agreement and the Charity Commission guidance on good governance.

2.0 Supporting principles

2.1 The role of the Board Trustees have and must accept ultimate responsibility for directing AUKH's affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

2.2 Strategic direction Trustees should focus on AUKH's strategic direction and avoid becoming involved in day to day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

2.3 Trustee performance – The Nolan Principles

All Charities have a public benefit responsibility and in carrying out their role, AUKH's Trustees are expected to adhere to the Principles for holders of public office.

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty Holders of public office should be truthful.

Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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3.0 Trustee Responsibilities

Statutory duties

- 3.1 To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- 3.2 To ensure that the organisation pursues its objects as defined in its governing document
- 3.3 To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- 3.4 To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- 3.5 To safeguard the good name and values of the organisation.
- 3.6 To ensure the effective and efficient administration of the organisation
- 3.7 To ensure the financial stability of the organisation
- 3.8 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- 3.9 To appoint the chief executive officer and monitor his/her performance

4.0 Other Trustee responsibilities

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help AUKH's Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- 4.1 Attending Board and other AUKH meetings as appropriate
- 4.2 Participating in one or more Board sub groups as required
- 4.3 Scrutinising board papers and other communications
- 4.4 Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- 4.5 Abiding by AUKH's policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
- 4.6 Acting as a signatory on behalf of AUKH, when mandated by the Board to do so
- 4.7 Participate in activities to promote AUKH to our beneficiaries, funders and the wider public
- 4.8 Contributing on other issues or areas of special expertise

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Person Specification and Requirements for this role

- A commitment to the aims and values of Age UK Hillingdon
- An understanding of the needs of older people in Hillingdon
- Ability to provide the level of commitment required for this role
- Experience of governance – desirable not essential
- Ability to work as a team
- Knowledge or experience in one or more of the following areas –
 - Fundraising
 - NHS services
 - Social enterprise
 - Accountancy
 - Legal/contract law
 - Needs of minority communities in Hillingdon