

Trustee Role Description

Charity Trustees 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 Hythe and Lyminge 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 Hythe and Lyminge 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 the Age UK Hythe and Lyminge and to ensure effectiveness and accountability. Day-to-day operational decisions are delegated to the Chief Officer.

Board papers are sent to Trustees at least 4 days before the meeting. These include an agenda, minutes of the previous meeting, Chief Executive's report, financial reports and background information to aid decision-making and monitor strategic progress.

Every three years, the committee elects its officers, Chairperson, Vice Chairperson and Treasurer. The Chair has a key role which includes agreeing the agenda with staff, conducting meetings and ensuring the committee is working well.

Key Responsibilities

- To actively contribute to the Board of Trustees, which:
 - Sets and maintains the vision, mission and values
 - Develops the strategic direction and longer-term strategies
 - Ensures compliance with the Governing Document
 - Ensures accountability, in that Age UK Hythe and Lyminge applies its resources exclusively in furtherance of its objectives
 - Ensures compliance with the law
 - Maintains a proper fiscal oversight
 - Maintains effective Board performance
 - Promotes Age UK Hythe and Lyminge
 - Ensures risk assessments are carried out
 - Participates actively and constructively at board meetings
 - Appoints, supports and monitors performance of the Chief Officer
 - Acts in the best interests of Age UK Hythe and Lyminge

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they must help the Board of Trustees reach sound decisions.

Person Specification

- Integrity
- A commitment to Age UK Hythe and Lyminge
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team

The Board of Trustees needs overall skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit making organisations
- Financial management
- The type of work being done
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing
- Income generation

Additional Information

DBS & References

Appointments are made subject to Age UK Hythe and Lyminge receiving a satisfactory Disclosure & Barring Service disclosure at enhanced level.

Out of pocket expenses

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

Time Commitment

- Approximately 10 Board meetings (approx. 2 hours duration) per year.
- 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>