

Trustee/Treasurer 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 5 days before the meeting. These include an agenda, minutes of the previous meeting, Chief Officer'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

Specific Purpose and Duties of the Treasurer Role

To:

- Oversee, approve and present budgets, accounts and financial statements to the Board of Trustees and at the Annual General meeting.
- Ensure that the financial resources of Age UK Hythe and Lyminge meet its present and future needs.
- Ensure, in conjunction with the Board of Trustees, that Age UK Hythe and Lyminge has an appropriate reserves policy.
- Ensure that the financial accounts are prepared accurately and to the satisfaction of the external auditors and that they are signed off in a timely way by the Board

- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and the Registrar of Companies.
- Ensure that any recommendations from the Auditors are acted upon as appropriate.
- Liaise with the Chief Officer regarding financial matters and to advise the Board on the financial implications of Age UK Hythe and Lyminge's strategic plans
- Ensure that the charity has an appropriate investment policy.
- Ensure that there is no conflict between any investment held and the aims and objectives of Age UK Hythe and Lyminge.
- Monitor the investment activity and ensure its consistency with Age UK Hythe and Lyminge's policies and legal responsibilities.
- Keep the Board informed about its financial duties and responsibilities and keep under review any financial risks to Age UK Hythe and Lyminge and propose to the Board ways in which those risks can be minimized.

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they must help the board of trustees reach sound decisions. This will involve scrutinizing 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 organisation's work in which the trustee has special expertise

These role outlines are reviewed annually and may develop to meet the changing needs of Age UK Hythe and Lyminge.

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.
- Approximately 10 Finance meeting (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>