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Dear Applicant

Thank you for showing an interest in becoming our Treasurer or a new Trustee.

In this application pack, we have included key information both about the charity the current vacancies for Treasurer and Trustees.

Being a Trustee and thereby contributing to our local Island community, is valuable time well spent and personally rewarding. It is also enjoyable to work alongside an enthusiastic and talented senior leadership team. As Trustees, we are individuals drawing upon our combined experience and skills and our ability to take sound, challenging decisions can generate positive outcomes for the wellbeing of the charity. But the real differences are those made by our staff and volunteers, who every day in a variety of ways, support older people to keep healthy, remain independent and included.

Our older population is growing and demand for our services is increasing. The pandemic has left a legacy that needs to be addressed including social isolation, mobility and mental health. Age UKIW is constantly exploring opportunities for public and private sector funding to deliver help to greatest effect. Volunteers are vital in providing much-valued community lifelines. Collaboration with other charities ensures we are cost effective, and our priorities are appropriately focused. A range of client paid-for services, continuously reviewed to ensure that it meets needs, aims to keep people independent. Fundraising in its many forms is rightly the concern of Trustees, to ensure that it has the confidence of our donors and meets our longer-term needs.

To underpin this, the Trustee Board is committed to ensuring that it demonstrates good practice through strong and effective governance.

Having read this application pack we hope that you will apply for one of our Board vacancies, and we look forward to hearing from you. If you would like to speak to someone to find out more, please contact [amy.gallop@ageukiw.org.uk](mailto:amy.gallop@ageukiw.org.uk).

Yours sincerely

Geoff Read

Chairman of Trustees

**Could you be our new Treasurer or a Trustee?**

**Are you looking for a new challenge and willing to contribute your time and experience to your community?**

**About Age UK Isle of Wight**

Age UK Isle of Wight has been caring for older Islanders for 50 years. We are an independent registered local charity, responsible for our own funding and services, and money raised is spent locally. We are a brand partner of the national Age UK organisation. We aim to **deliver services across the Island to encourage and assist older people keep healthy, remain independent, improve their quality of life and feel socially included.** [Click here to read more about the Services we provide.](https://www.ageuk.org.uk/isleofwight/our-services/)

**About the Role(s)**

The ideal Trustee Board comprises of individuals bringing diverse skills, work and life experiences, personal qualities and motivation, who work together in the charity’s best interests. As well as seeking several new Trustees we are also currently looking for a Treasurer to be the lead Trustee for the financial governance of our Charity, as detailed within the enclosed Specification.

Those interested in the role of Treasurer will ideally have a financial or accounting background. Alternatively, you may be qualified by experience perhaps having held finance roles in banking, local government, the NHS or other sector.

If you have experience of financial operations in a charity that would be of particular interest although a willingness to learn about financial governance and accounting in the charity sector is essential. If you haven’t previously held a volunteering role don’t worry as we provide support and mentoring to help new volunteer trustees to settle into their role.

The feedback we receive from all our volunteers and trustees is that they find being a volunteer enhances their own lives as well as the lives of the people that they support so why not consider joining us?

We are very happy to receive applications from persons living on the mainland and will reimburse travel expenses in order that you can attend meetings on the Island although we do hold meetings virtually too so can be flexible about the requirement to attend meetings in person.

**How to apply to be our Treasurer or a Trustee?**

If you would like more information or to express an interest in either role, please contact Amy Gallop via email [amy.gallop@ageukiw.org.uk](mailto:amy.gallop@ageukiw.org.uk)

Alternatively, please complete the Application Form and Declaration at the end of this Pack and email to [amy.gallop@ageukiw.org.uk](mailto:amy.gallop@ageukiw.org.uk)

[Click here to read short biographies of our current Trustees](https://www.ageuk.org.uk/isleofwight/about-us/board-of-trustees/)

**Role of a Treasurer**

The key responsibilities of a Treasurer are as follows:

* oversee all financial aspects of the Charity so as to ensure its short- and long-term viability
* monitor the finances of the organisation and explain, guide and advise the board on the key assumptions and financial implications of the budgets, operational and strategic plans
* ensure that the organisation has an appropriate reserves policy and a realistic budget that meets the Charity’s needs
* support the Chief Finance Officer to explain, guide and advise on the approval of budgets, accounts and financial statements with the organisation’s framework
* present accounts at the Annual General Meeting (AGM), drawing attention to important points, in an easily understandable way
* ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) Accounting for Charities and submitted by the deadline to the Charity Commission and/or Registrar of Companies, and ensure that the accounts are scrutinised in the manner required (either by independent examination or audit) and any recommendations are implemented
* ensure that the board is kept informed and fulfils its duties and responsibilities for the proper financial governance of the Charity
* monitor the organisation’s income and expenditure position and in conjunction with the Chief Finance Officer, present accessible reports at least quarterly to ensure board members understand the accounts and implications
* chair the Finance Committee, bringing to the attention of the board any financial risks or concerns and recommend appropriate actions
* ensure that appropriate accounting procedures and internal audit controls are in place and that these are monitored and reviewed regularly
* ensure that the Charity has an appropriate Investment Policy
* ensure that there is no conflict between any investment held and the aims and objects of the Charity
* monitor the organisations investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities

**Role of a Trustee**

The key responsibilities of a Trustee are as follows:

* ensure that Age UKIW pursues its stated objects, as defined in its latest Memorandum and Articles of Association by developing and agreeing its long-term strategic direction with a clear vision and mission.
* ensure that Age UKIW complies with its governing document, Charity Law, Company Law and any other relevant legislation or regulations.
* ensure that Age UKIW applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
* be responsible for the performance of Age UKIW and for its culture. Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
* safeguard the good name and values of Age UKIW.
* ensure that the Charity’s governance is of the highest possible standard. Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place in accordance with the organisations quality standards.
* set the expectation for a Quality Framework within Age UKIW and monitoring its implementation.
* ensure the financial stability of Age UKIW and its future sustainability
* ensure AUKIW’s approach to fundraising is in keeping with its purpose and values. Raising funds in a way that secures public trust and confidence, by adhering to the Code of Fundraising Practice and other important guidance around direct marketing and donor consent.
* protect and managing the property of Age UKIW and ensuring the proper investment of the Charity’s funds.
* follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the senior leadership team

In addition to the above statutory duties, each Trustee will need to use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve reviewing and commenting on Board papers, participating and sometimes leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

**AUKIW Treasurer/Trustee Application Form**

Please print clearly completing all details, thank you.

|  |  |
| --- | --- |
| **Name:** Ms/Miss/Mrs/Mr | |
| **Address:** | **Telephone:** |
|  | **Mobile:** |
| **Email:** | |
| **Role Applying For: Treasurer Yes/No Trustee Yes/No** | |
| **Current or Most Recent Occupation:** | |

How did you find out about becoming a charity treasurer/trustee with us?

(Please ü any boxes below)

|  |  |  |  |
| --- | --- | --- | --- |
| Advert in Newspaper |  | From a Client/Employee of Age UKIW |  |
| Press Release |  | Referred by a friend/colleague |  |
| Age UK Isle of Wight Website |  | Social Media |  |
| Other |  |  | |

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| --- |
| **Please explain what interests you in becoming a Treasurer/Trustee for Age UK Isle of Wight.** |

Skills and Experience to contribute to the Board

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| **From your working life which skills, capabilities, experience and knowledge will you bring to the role?** |

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| --- |
| **Current/previous employment and voluntary roles:**  **Qualifications** |
| **In order that we may offer you appropriate support, please advise us of any access or support you would need, to attend an interview and if appointed, to fulfil your role.** |
| **Data Protection and Consent**  Your personal information from this application form will be stored and processed for the purposes of Treasurer and Trustee recruitment, and ongoing term in office should you be successful in this application.  Personal information will be deleted once it is no longer required, in accordance with Age UK Isle of Wight record retention procedures. You have the right to access the personal information held about you on request via [amy.gallop@ageukiw.org.uk](mailto:amy.gallop@ageukiw.org.uk)  I give consent to Age UK Isle of Wight to:  process my personal information for the purposes of treasurer and trustee recruitment administration **Yes / No**  **Declaration**  I declare that the information given in this application is, to the best of my knowledge, complete and correct and I do not know of any reason that prevents me from becoming a Charity Trustee and to perform the role of Treasurer. Please also sign the declaration of eligibility attached to this form.  Note: Any false, incomplete or misleading statements may lead to later dismissal should you be selected for the role.  Please Note: As a Charity that works primarily with vulnerable adults, we have a duty of care to our clients therefore this role will require an Enhanced Disclosure and Barring Service check, further details can be supplied on request. |
| **Signature** |
| **Date** |