

TRUSTEE JOB DESCRIPTION

ROLE:

Trustee/Director for Age UK Leicester Shire & Rutland (AULS&R) Board of Trustees

JOB PURPOSE:

To assist in the overall management and development of Age UK Leicester Shire & Rutland ensuring that all organisational and legal requirements are adhered to.

DUTIES:

Responsibilities of Trustees/Directors of the charity are:

1. To ensure that the charity complies with its governing document, charity law and any other relevant legislation or regulations.
2. To ensure that the charity pursues its charitable objects as defined in its governing documents.
3. To ensure that the charity applies its resources to the development of its objectives.
4. To contribute actively to assisting the Board of Trustees in providing the organisation with strategic direction, assisting the Executive Management Team setting policy, defining goals, setting targets, and evaluating performance against agreed targets.
5. To safeguard the good name and values of the charity.
6. To ensure the effective and efficient administration of the charity.
7. To ensure the financial stability of the charity.
8. To protect and manage the property of the charity and ensure the proper investment of the charity's funds.
9. To assist the Chair in the appointment of, and support, the Executive Director of the charity.
10. To be prepared to contribute time to the work of Age UK Leicester Shire & Rutland's established sub-committees.
11. Be willing to promote the work of Age UK Leicester Shire & Rutland to their own network of individuals and proactively ask for support