**Trustee of Age UK Merton
Role description and person specification**

**The statutory duties of a trustee**

1. To ensure that Age UK Merton complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that Age UK Merton pursues its objects as defined in its governing document
3. To ensure Age UK Merton 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
4. To contribute actively to the board of trustees’ role in giving firm strategic direction to Age UK Merton, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of Age UK Merton.
6. To ensure the effective and efficient administration of Age UK Merton
7. To ensure the financial stability of Age UK Merton
8. To protect and manage the property of Age UK Merton and to ensure the proper investment of it’s funds
9. To appoint the chief executive officer and monitor their performance.

**Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Taking responsibility for leading on specific areas of work ie marketing, building management, Health and Safety, Human Resources, fund raising, volunteering.

**Time Commitment**

Whilst it is difficult to predict the hours required for this role, it may help to know that we have 5 Board meetings a year and all meetings are 2 hours or less, normally at 6pm. We have an Annual Away day, normally in the late summer/ early autumn and our AGM in November. We estimate a time commitment of 10 hours per month as a rough guide.

Trustees are also invited to join one of the committees of the Board – Governance or Finance, with a commitment of 1.5 – 2hrs every 2/3 months.

Training workshops are available from time to time, both within Age UK Merton and at Age UK national in London.

Trustees serve for a period of up to 3 years and can be re-elected at the AGM for further cycle of 3 years.

**Person Specification**

* Commitment to the aims of Age UK Merton
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Willingness to speak their mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team
* Ability to use and access to ICT
* Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustees are selected on the basis of the particular skills and knowledge they bring to the Board. An annual skills audit is undertaken of the Board prior to the AGM to ensure the best skills-mix to include financial; marketing; fund raising; legal; volunteer support; health & safety; health and social care; voluntary, public and private sector skills and knowledge.

If you are interested in talking about this further please contact:

Clare Gummett, Chair of Trustees by email: claregummett@gmail.com

or send your CV together with a covering letter explaining how you meet the person specification.