

## Trustee – Role Description

Our trustees play a vital role in making sure that Age UK Mid Mersey achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Age UK Mid Mersey has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Age UK Mid Mersey to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

### Duties:

- Support and provide advice on Age UK Mid Mersey's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Age UK Mid Mersey's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Age UK Mid Mersey's financial statements.
- Provide support and challenge to Age UK Mid Mersey's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Age UK Mid Mersey's operating environment.
- Contribute to regular reviews of Age UK Mid Mersey's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Age UK Mid Mersey's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Age UK Mid Mersey's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, membership of a sub-committee of the board (e.g. Finance, HR) focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

### *What we are looking for*

- We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.
- A willingness to devote the necessary time and effort

- An ability to work effectively as a member of a team
- Commitment to the principle behaviours of Age UK Mid Mersey:
  - Care and Competence. Pride in what we do for you and us.
  - Empathy, Respect and Integrity for Staff and Clients.
  - Take time to listen and understand.
  - Work together and trust each other.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- You do not need previous governance experience – we will provide a full induction and training.

### **Terms of appointment**

#### **Terms of office**

- Trustees are appointed to serve for three years from the date of their election and are eligible for re-election save that the Chair may serve for a maximum of six consecutive years.
- A fourth and final term of office may occasionally be permitted in exceptional circumstances and in any case of no longer than two (2) years to provide succession planning and to protect the board continuity, experience and diversity of trustees. This will bring the maximum term of office to 11 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

#### **Time commitment** (Estimated at one day per month)

- Attending 6 bi-monthly Board meetings per year. Currently the meetings rotate from online via Zoom to in person held at any one of the office locations of Age UK Mid Mersey.
- Attending 1 annual general meeting per year – normally in November each year.
- Attending up to 2 annual half day strategy sessions.

#### **Committee membership**

- If elected to become a member of a sub-committee of the board, e.g. HR, Finance, Governance, additional attendance at meetings as per committee requirements (referred to in relevant Terms of Reference for each committee).
- Ad hoc and occasional support through working groups and / or support to the executive team.