



AGE UK NORFOLK – BOARD OF TRUSTEES

TRUSTEE AGREEMENT

Trustee Agreement between: (print name)

And

Age Concern Norfolk trading as Age UK Norfolk

With effect from: (date)

You have been appointed / elected to the role of Trustee / Honorary Officer

On (date)

To the Board of Trustees of Age UK Norfolk

An induction programme will be organised for you. In addition, you will be provided with the opportunity to meet other Trustees and member of staff, to familiarise yourself with the organisation, its policies, plans and financial arrangements. You will be provided with an induction pack containing useful information about Age UK Norfolk and its activities. You may request further information or training to help you with your Board duties at any time.

1. Your office as a Trustee may be vacated if you fail without reasonable excuse to attend meetings of the Board as required under the Articles of Association.
2. You have the right as a Trustee to receive training which relates to any area of the Board's work.
3. Your individual responsibilities are to:
 - 3.1 Attend Board of Trustees meetings regularly, if you are unable to attend, you should notify the Chief Executive's Office with your apologies;
 - 3.2 Understand and be committed to the aims and principles of the organisation;
 - 3.3 Challenge all incidents that contravene the organisation's Equality and Diversity Policy.
 - 3.4 Take a share of the Board's work by offering to undertake delegated tasks of the Board;
 - 3.5 Support all decisions once the Board has agreed them;
 - 3.6 Respect the confidentiality of Board matters and discussions.
4. As a member of the Board of Trustees your responsibilities are to

- a. Ensure Age UK Norfolk is carrying out its purposes for the public benefit:
 - i. Understand Age UK Norfolk's purposes as set out in the Articles of Association and related governing policies & procedures;
 - ii. Plan what Age UK Norfolk will do and what it should achieve;
 - iii. Be able to explain how Age UK Norfolk's activities further or support its purposes;
 - iv. Understand how Age UK Norfolk benefits the public by carrying out its purposes.
- b. Comply with Age UK Norfolk's governing document and the law:
 - i. Make sure Age UK Norfolk complies with its Articles of Association and related governing policies & procedures;
 - ii. Comply with Charity law requirements and other laws that apply to Age UK Norfolk.
- c. Act in Age UK Norfolk's best interests:
 - i. In deliberating long and short-term strategy decide what will best enable Age UK Norfolk to carry out its purpose
 - ii. Make balanced and adequately informed decisions, thinking about the long term as well as the short;
 - iii. Avoid putting yourself in a position where your duty to Age UK Norfolk conflicts with your personal interests or loyalty to any other person or body.
- d. Manage Age UK Norfolk's resources responsibly:
 - i. Make sure Age UK Norfolk's assets are only used to support or carry out its primary purpose
 - ii. Do not take inappropriate risks with Age UK Norfolk's Assets or reputation;
 - iii. Do not over-commit the Charity;
 - iv. Comply with any restrictions on spending funds.
- e. Act with reasonable care and skill:
 - i. Use reasonable care and skill; making use of your skills and experience and taking appropriate advice when necessary;
 - ii. Give sufficient time, thought and energy to your role by preparing for, attending, and actively participating in all Trustees' meetings.
- f. Ensure Age UK Norfolk is accountable:
 - i. Be able to demonstrate that Age UK Norfolk is complying with the law, well run and effective;
 - ii. Ensure appropriate accountability to members;
 - iii. Ensure accountability within the Charity, particularly where responsibility for tasks or decisions is delegated.

5. Your specific duties are to:

- Provide strategic direction for Age UK Norfolk, setting overall policy, targets and goals and evaluating performance
- Ensure financial stability
- Ensure effective and efficient administration
- Protect and manage the property of Age UK Norfolk and to ensure proper investment of the Charity's funds

- Ensure Age UK Norfolk is a good employer of both paid and voluntary staff
 - Participate in other activities from time to time, such as recruiting and appointing the Chief Executive, supporting fundraising events, interviewing new staff, carrying out service inspections and presiding at appeal hearings
6. Trustees may claim for expenses incurred whilst carrying out their duties as a member of the Board.

BOARD MEMBER’S DECLARATION

- I have read and understood the provisions of the Trustee Code of Conduct and Agreement and agree to abide by it;
- I have received and read the induction material for new Trustees and understand my duties and responsibilities as a Trustee;
- I undertake to abide by the organisation’s policies and procedures, objectives, plans and financial position;
- I shall declare all conflicts of interest as and when they arise. If any time these conflicts severely hamper my ability to perform my role as Trustee, I shall resign from the Board;
- I shall keep all the proceedings at Trustee meetings confidential and shall not discuss any of the issues with the press/media without clearance from the Chair.

Leaving the Board

- I understand that breaches of the Articles and of any part of this Code may result in my removal from the Board of Trustees.
- Should I resign from the Board I will inform the Chair in advance, in writing, stating my reasons for resigning.

Signature

A. In signing this agreement as a **new Trustee** I am confirming that I will abide by the Code and the organisation’s policies and procedures and shall continue to do so.

Signed:

Print Name:

Date:

B. In signing this agreement **annually as a continuing Trustee** I am confirming that I have abided by the Code and the organisation’s policies and procedures and shall continue to do so.

Signed:

Print Name:

Date: