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##### Role Description for a Trustee

**What’s involved – role summary**

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| To work with other members of the Board of Trustees to ensure that Age UK Norfolk achieves its charitable objectives, abiding by its values and keeping within the law.  (*To maintain ability to deliver their responsibilities objectively Trustees, including Honorary Officers, shall not simultaneously serve as a volunteer for any of the Charity’s services*.) |

##### Key Responsibilities

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| 1. **Ensure Age UK Norfolk is carrying out its purposes for the public benefit**    * Understand Age UK Norfolk’s purposes as set out in the governing document    * Plan what Age UK Norfolk will do and what it should achieve    * Be able to explain how Age UK Norfolk’s activities further or support its purposes    * Understand how the Age UK Norfolk benefits the public by carrying out its purposes |
| 1. **Comply with Age UK Norfolk’s governing document and the law**    * Make sure Age UK Norfolk complies with its governing document    * Comply with charity law requirements and other laws that apply to Age UK Norfolk |
| 1. **Act in Age UK Norfolk’s best interests**    * In deliberating long and short term strategy decide what will best enable Age UK Norfolk to carry out its purpose    * Make balanced and adequately informed decisions, thinking about the long term as well as the short term    * 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 |



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| 1. **Manage Age UK Norfolk’s resources responsibly**    * Make sure Age UK Norfolk’s assets are only used to support or carry out its primary purpose    * Do not take inappropriate risks with the Age UK Norfolk’s assets or reputation    * Do not over-commit the Charity    * Comply with any restrictions on spending funds |
| 1. **Act with reasonable care and skill**    * Use reasonable care and skill, making use of your skills and experienceand taking appropriate advice when necessary    * Give sufficient time, thought and energy to your role by preparing for, attending and actively participating in all trustees’ meetings |
| 1. **Ensure Age UK Norfolk is accountable**    * Be able to demonstrate that Age UK Norfolk is complying with the law, well run and effective    * Ensure appropriate accountability to members    * Ensure accountability within the Charity, particularly where responsibility for particular tasks or decisions is delegated |

**Specific Duties**

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| * 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 |

##### Person Specification for a Trustee

**Essential Qualities**

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| * Commitment to the organisation * Willingness to devote the necessary time and effort * Good independent judgement * Strategic vision * Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship * Ability to think creatively * Willingness to speak your mind and to provide challenge to proposals where necessary * A team-oriented approach to problem solving and to management |

##### Desirable Experience

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| * Current or previous experience in one or more of the following: social enterprise, business or retail at a senior/director level, social policy, health/social care, commissioning and service development, marketing, charitable fundraising, accountancy/finance, IT * Understanding of issues relating to people in later life * Charity and/or Company Law |

**Minimum Time Commitment**

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| * Six Board meetings per year– 3hrs duration plus two extended sessions * Annual Meeting – 2 hrs followed or preceded by refreshments and networking * Annual Strategic Planning Event – all day * Trustees may be invited to serve on a sub-committee - committees meet quarterly – 2hrs duration * Trustees are encouraged to attend meetings of the Norfolk Council on Ageing Meetings (associate membership of Age UK Norfolk) - meet twice during the   – 2hrs duration |

**Expenses**

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| * Trustees are entitled to have their expenses met |