

Trustees needed

We are looking to recruit to the following voluntary trustee roles for our Board of Trustees.

Chair of Trustees
Honorary Treasurer
Trustee

For an initial three-year term

Age UK Northamptonshire is an independent and local charity, dedicated to making Northamptonshire a great place in which to grow old. Age is different for everyone and its challenges and demands are individual. At Age UK Northamptonshire we are many things to many people – a source of advice, information, companionship and support. We put the interests of older people living in Northamptonshire at the heart of everything we do, helping them to achieve and maintain their independence and wellbeing.

Age UK Northamptonshire has been supporting older people across Northamptonshire for over 70 years, especially those who are frail, vulnerable or have no family living nearby. We are at a pivotal stage in our journey. We are shaping the future of the Charity to review and update our services to ensure we meet the changing needs and expectations of older people. We are also looking to build a network of funding streams to secure the longer term sustainability of the organisation. By joining our Board of Trustees, you will play a critical role in forming our strategy and the roadmap for the next five years.

We are looking for Trustees who have a range of skills and experience including leadership and senior management in the commercial sector or health sector or have senior legal or financial professional expertise.

Ideally, the successful candidates will be able to demonstrate:

- A track record of meaningful roles in the private, public or voluntary sector
- The ability to operate at Board level effectively in a significant organisation
- The ability to think creatively and strategically; the skills to challenge current thinking at Board level.
- The time commitment needed to make a difference to the charity – meeting twice quarterly, attend the annual away day and AGM as well as aligning with one of the services the charity provides.

How to apply

Contact the Chief Executive's office to advise which voluntary trustee role you are interested in applying for, along with a copy of your CV and full contact information via email to:

sharon.hepplescott@ageuknorthants.org.uk

If you have any queries in the interim call Sharon on 01604 611203.

ROLE DESCRIPTION CHAIRPERSON

Responsible to:

The Board of Trustees

Purpose:

To lead the Board of Trustees, ensuring that it fulfils its responsibilities for the governance of the charity; to work in partnership with the Chief Executive, supporting him to achieve the aims of the charity; and to optimise the relationship between the Board of Trustees and the staff/volunteers.

Main Tasks:

1. To provide leadership for the Board of Trustees in their role of determining the strategy and the policies of the Charity.
2. To work closely with the Chief Executive and to keep an overview of the Charity's affairs and to provide support as appropriate.
3. To represent the Charity at functions and meetings and to act as the spokesperson for the Charity, as appropriate.
4. To plan the annual cycle of committee meetings and their agendas in conjunction with the Chief Executive.
5. To chair Board of Trustee meetings.
6. To monitor the decisions taken at meetings and follow up to ensure that they are implemented.
7. To lead the process of appraising the performance of the Chief Executive.
8. To sit on appointment and disciplinary panels.
9. To examine 'key' performance indicators received from the Chief Executive, and report any exceptional situations to the Board of Trustees.
10. To review proposals from the Chief Executive for submission to the Board of Trustees, where appropriate, and to help ensure that the Chief Executive has consulted appropriately.
11. To support and work with the other Trustees of the Board to help and support them deliver their roles effectively.

ROLE DESCRIPTION TREASURER

Purpose:

To advise and inform the Trustees with regard to their responsibilities for the finances of the Charity. To have a leading role in monitoring financial the performance of the Charity. To work with the Chief Executive and to support the most efficient and effective management of the Charity's financial resources.

Main Tasks:

1. To ensure, in close co-operation with the Chief Executive, that an appropriate financial policy framework is in place to guide the Charity's financial decision-making.
2. To develop a close understanding of the key assumptions included in the Chief Executive's business/development plan and annual budget proposals. Provide advice to the Finance/Commercial Sub-Committee and to Trustees generally on these matters.
3. To advise Trustees on major financial issues which arise and which are outside the agreed boundaries of management authority, etc. a proposed major new fundraising initiative or contract for service provision.
4. To meet the external auditor, independently from the Head of Finance and Infrastructure and Chief Executive, once a year.
5. To chair and provide financial acumen and expertise to the Finance/Commercial Sub-Committee.
6. To represent the Trustees on the subsidiary trading company board, where appropriate.
7. To provide support and advice to the Chief Executive and Head of Finance and Infrastructure.
8. To present the audited accounts at the Organisation's Annual General meeting.
9. To work closely with the Head of Finance and Infrastructure. Preview monthly management accounts prior to circulation to Trustees.

ROLE DESCRIPTION TRUSTEE

Main tasks:

1. To ensure that the charity complies with its Memorandum and Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations.
2. To ensure that the Charity pursues its charitable objects as defined in its Memorandum of Articles.
3. To ensure the Charity applies its resources exclusively in pursuance of its objects, i.e. the Charity 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 strategic direction to the Organisation, affirming overall policies, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the Charity.
6. To represent the Charity at functions and meetings and help and support relationships with the Charity's stakeholders.
7. To help ensure the effective and efficient administration of the Charity.
8. To protect and manage the property of the Charity and to ensure the proper investment of the Charity's funds
9. To appoint the Chief Executive and monitor their performance
10. In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the Charity's work in which the Trustee has special expertise.