

JOB DESCRIPTION

Job Holder:	Signature:	Date:
Manager:	Signature:	Date:

JOB TITLE:	Trustee/Sub Committee Board Member
LOCATION:	The Round House, Ashington
ACCOUNTABLE AND REPORTING TO:	Chair of Board of Trustees and Chair of Sub Committee

About Us

Age UK Northumberland's aim is for best governance practice. As a Trustee and Sub Committee Board member of Age UK Northumberland, your contribution will be greatly valued and is vital to the Charity's continued development and in supporting vulnerable older people in Northumberland. Every effort will be made to ensure that you find your time on the Board interesting and rewarding.

Main Duties

The Duties of a Trustee/Sub Committee Board Member are:

- To ensure that the organisation complies with
 - its governing document
 - charity, company, employment and health and safety law
 - any other legislation or regulations that apply to the Charity
- To ensure the Charity uses its resources exclusively in pursuance of its objects
- To attend and actively participate in Board, Sub-Committee meetings, AGM, and other Age UK Northumberland meetings and events as required
- You will be required to read papers sent to you in advance of the meetings to ensure that you understand their contents and the decisions you are being asked to make
- To contribute to the work of sub-committees when requested
- To establish good working relationships with all stakeholders including staff, volunteers and service users and listen to their views
- To sign a declaration of personal interests

Expectations

- **Availability** – it's important that you let both the Chairs of the Board and the Sub Committee know if you aren't available in a particular period or for an event. We understand how busy everyone is so it's about keeping key people informed.
- **Communications** – Age UK Northumberland email addresses and systems will be used in our communications. We do appreciate you will have lots of emails/calls to deal with in a given day, therefore the following protocol will be adopted:
 - Board/Sub Committee Members will review Age UK Northumberland emails at least once a week
 - If there are specific emails/communications to respond to the SLT will email both your Age UK Northumberland's email address and your personal email address
 - If it's a RED FLAG/emergency issue you will receive a call

Person Specification

- Be committed to Age UK Northumberland and its work
- Show a willingness to devote the necessary time and effort and attend **ALL** Board meetings
- Have strategic vision and good, independent judgement
- Be able to think creatively and have a willingness to speak your mind
- Understand and accept the legal duties, responsibilities and liabilities of Trusteeship
- Be able to work effectively as a member of a team

Age UK Northumberland Values

VALUES:

Age UK Northumberland has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

The AUKN Values below are relevant and can be applied to both the internal and external environment.

Our values

Respect - We acknowledge and appreciate difference and will not seek to judge where difference exists

Empowerment - We support and enable people to take control of their lives and achieve their goals

Trust and Integrity - We expect people to be able to rely on our services and be assured that our values will be upheld at all times

Empathy - We provide the opportunity for people to be listened to and for their needs to be acknowledged and understood

Equality - We provide people with the opportunity to receive accessible services with the aim of not intentionally excluding anyone who needs our support.

We pride ourselves on:

**Showing consideration for all;
Being motivated to make a difference and promoting
independence;
Always seeking to do the right thing;
Embracing difference;
Building connections;
Delivers Service Excellence**