

ROLE DESCRIPTION

Trustee

AGE UK PLYMOUTH

1. SUMMARY

The Board of Trustees are responsible for the overall governance and strategic direction of the charity. The Board develops Age UK Plymouth's (AUKP) strategic aims and objectives in accordance with the relevant legal and regulatory guidelines and Age UK Plymouth's governing document.

Trustees act in person and also together as a Board in the best interest of the Charity. Trustees cannot delegate the control of the Charity to others, and must not pursue personal or sectional interests at the expense of AUKP's interest. Trustees must also declare any conflict of interest.

2. DUTIES

Statutory Duties

- To ensure that AUKP complies with its' governing document (Memorandum of Understanding), charity law, company law and any other relevant legislation or regulations.
- To ensure that AUKP pursues its objects as defined in its governing document.
- To ensure the AUKP uses its resources exclusively in pursuance of its objects: 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.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the AUKP, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of AUKP.
- To ensure the effective and efficient administration of AUKP.
- To ensure the financial stability of the AUKP.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the chief executive officer and monitor their performance.

Other Duties

- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate.
- To apply confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.
- To attend and contribute to Board Meetings, Committees, working parties (as required), the AGM, any EGMs and Trustee training.
- To represent the Board's agreed position publicly on behalf of the AUKP.
- To attend charity events such as open days, service launches and fundraising events.
- For individual Trustees to use any specific skills, knowledge and experience they may have to assist the Board of Trustees to reach sound decisions.
- To keep up to date in broad terms with developments in the care and support of older people and the services provided by the Charity.

Trustee person specification

Able to work within Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Leadership

- Demonstrates commitment to the aims, objectives and goals of the organisation
 - Willingness to understand the legal duties, responsibilities and liabilities of trusteeship
 - Remains focused and provides clarity for others in changing or unpredictable circumstances
 - Creates an environment which shapes the culture of the organisation
 - Demonstrates high ethical standards and integrity
 - Takes decisions based on a rational interpretation of the information available.
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- **Strategic thinking**
 - Able to process information and find a clear way forward.
 - Identifies future consequences of a wide range of issues and the change management necessary to respond.
 - Communicating and influencing
 - Anticipates and uses the most effective approach to influence people and situations
 - Encourages and listens to the views and opinions of others
 - Presents an articulate and persuasive oral argument
 - Builds a network of effective relationships.

Team working

- Supports the Board's aims and goals
- Supports the formation of an effective partnership with the full-time executive staff
- Challenges freely and constructively

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- Accepts consensus decisions.
 - **Self management**
 - Prepares adequately for meetings - reading papers and clarifying points in advance
 - Demonstrates enthusiasm for and commitment to the work of the Board
 - Respects confidences
 - Responds to issues requiring action between meetings.
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3. GENERAL

- a) To assist with Age UK Plymouth functions held at all centres, as required.
 - b) To comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
 - c) To assist and take part in the Charity's profile raising and charitable events.
 - d) To undertake any training considered appropriate to the post.
 - e) To undertake such other duties as are reasonably appropriate to the post.
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4. UNDERTAKING

I understand and accept my responsibilities, as outlined, for the post of Trustee for Age UK Plymouth.

I accept the conditions of service.

Signed _____ Date _____

Name _____

(Please print)