

## ROLE DESCRIPTION

# Trustee

## AGE UK PLYMOUTH

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### 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 individually and also collectively as a Board and in the best interest of the Charity. Trustees cannot delegate their responsibilities to others, and must not pursue personal or other interests at the expense of AUKP. Trustees must also declare any conflict of interest.

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### 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 that AUKP uses its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Trustees' role in giving strategic direction to AUKP, agreeing overall policy, goals and targets and evaluating performance against agreed targets.
- To work with the Chief Executive Officer to safeguard the good name and values of AUKP.
- To work with the Board and the Chief Executive Officer to ensure the financial stability of the AUKP.
- To work with the Board and the Chief Executive Officer 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**

- To apply confidentiality to all sensitive information received in the course of a trustee's responsibilities to the charity.
- To attend and contribute to Board Meetings, Committees, working parties (as required), the AGM and any EGMs.
- To undertake relevant trustee training as advised by the Chair of Trustees or Chief Executive Officer.
- To publicly represent AGE UK Plymouth and the Board as appropriate.
- To attend as is feasible charity events such as open days, service launches and fundraising events.
- 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.

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### **3. GENERAL**

- To assist with Age UK Plymouth functions held at all centres, as required.
- To comply with the Charity's policies and procedures as appropriate to the post.
- To assist and take part in the Charity's profile raising and charitable events.
- To undertake any training considered appropriate to the post.
- 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

(Please print)