Age UK Sheffield (Trustee) and Age UK Sheffield Enterprises (Director) role description

Our Trustees and Directors are skilled, experienced, and absolutely passionate about helping older people in Sheffield to lead fulfilled later lives.

Trustees have specific duties which they fulfil to help ensure charities like ours fulfil our objectives in a responsible and accountable manner.

The Directors of our trading arm are there to help us maximise our income to gift aid to the charity, whilst adhering to the ethos and principles of our Charity Trustees.

Our Board members (whether a Charity Trustee or a trading arm Non-Executive Director) should fulfil the duties, skills and experience listed below.

The duties of a Trustee

The following is a summary of an extract from the Charity Commission guidance CC3a, "Charity trustee: what's involved". This was last updated on 10th July 2015 and can be found on the internet. It lists Trustees' six main duties as follows:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

It is recommended that you read more of guidance note CC3a to find out more about the Trustee role.

Other duties

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Trustee person specification

Our Trustees bring with them a wide range of different skills, knowledge and experience. All of them demonstrate a number of basic commitments which help to maximise their effectiveness:

- Passion for, and commitment to, Age UK Sheffield, and supporting independent later life
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership