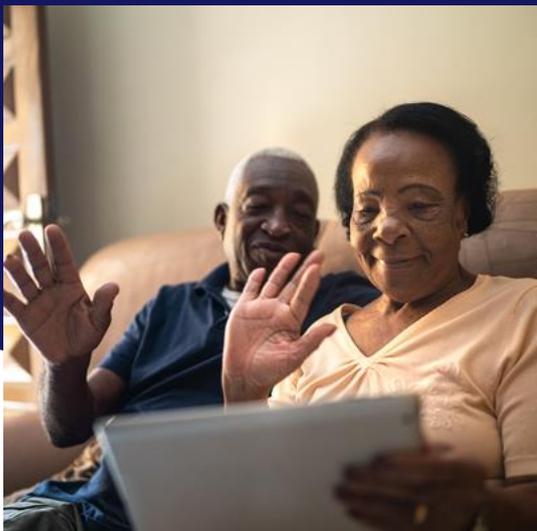


Trustee Recruitment Pack



We're a local charity working in the community to support older people, their families and carers, enabling them to get the best from later life.

Pack Overview

Thank you for your interest in joining our Board of Trustees. We're so pleased that you're considering volunteering for Age UK South Gloucestershire.

In this Trustee Information Pack you'll find the following information:

- About us, our history and our links with Age UK
- Our Board structure
- Role Profile
- How to apply

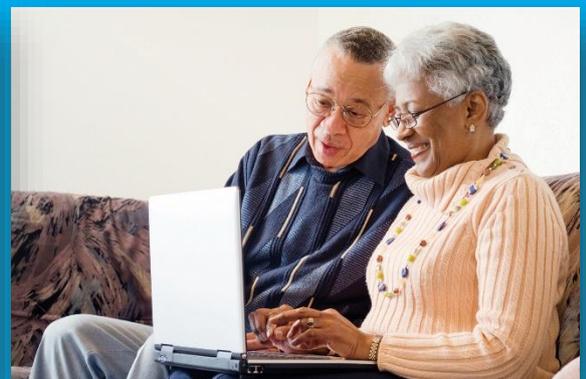
If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

About Age UK South Gloucestershire

Age UK South Gloucestershire is an independent charitable company committed to making South Gloucestershire a great place to grow old and helping older people live the best lives they can.

As part of the Age UK network, we join national campaigns and access nationally produced resources, but locally we have to secure our own funding and function autonomously, with guidance from our own Board of Trustees. We are now seeking at least one additional Trustee to enhance our range of skills and abilities.

We respond to more than 5,000 enquiries per year with our range of services, which include: Activity Day Centres, Befriending, Digital Inclusion, Walking Activities, Improving Homes and Wellbeing, Information & Advice provision, specialist Benefits Advice and Volunteering opportunities.



Our history

1997 – Age Concern South Gloucestershire was formed.

2000 – The Age Concern Federation is founded.

2005 – Age Concern South Gloucestershire changes its legal structure to become a charitable company.

2009 – Age Concern and Help the Aged merge to form the national charity, Age UK. Then in...

2010 – ...we become an Age UK Brand Partner and trade as 'Age UK South Gloucestershire'.

Age UK South Gloucestershire will celebrate our 25th Birthday in 2022.

Our Partnership with Age UK

Age UK South Gloucestershire is an independent local charity, but we share a brand with Age UK. This trusted and well-known brand helps to open doors for us locally. Of course, we always have to deliver, but it helps to have the strength of the Age UK brand with us.

Nationally, there are around 130 Age UKs, each with a defined geographical area and separate charity number.

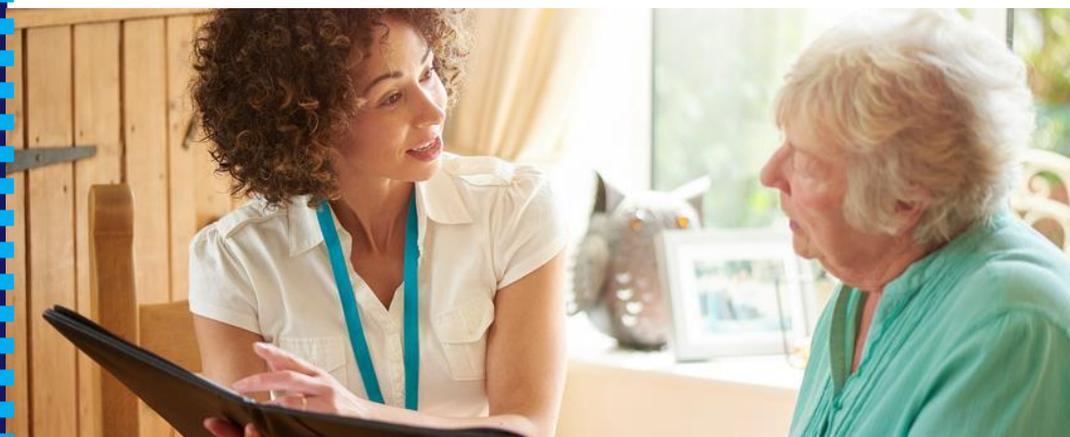
We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications.

Age UK also provides our local MPs with information about older people that can help drive forward local policies and influence at a national level.

Being an Age UK Brand Partner brings certain responsibilities – to deliver services to agreed quality standards and to subscribe to shared values of being:

- Caring
- Effective
- Enabling
- Influencing
- Innovative
- Inclusive

We are aligned with Age UK but we are still a local and independent charity. The services we deliver, the money we raise, the people we support are all in South Gloucestershire. Our Trustees are responsible for strategy, polices and legal compliance.



Our Current Board of Trustees



Board of Trustees

Supporting
you and your
local community
in later life



Warren Gemberling – Chair

Warren graduated with a degree in Accounting and qualified as a Certified Public Accountant at KPMG in Des Moines, Iowa. He moved to the UK in 1990 and worked for several multinationals in Finance. Keen to give back he has joined Age UK South Gloucestershire as the Treasurer. Warren and his partner enjoy hiking and travelling.

Elizabeth Narey – Treasurer

Liz was elected as a Trustee in November 2019. Liz is a commercially and financially experienced senior manager and worked with Babcock International Group as a senior director. She has worked within a number of Joint Ventures as Executive/Non-Executive Director in Education, Defence and Support Services. She currently works in the Gloucestershire, Bristol/London areas and hopes to bring her wide experience to the Board to assist in developing and supporting the Charity's key aims.



Pooja Poddar – Trustee

Pooja is a Registered Nurse, with a particular interest in championing the needs of older people in the community. Standing as a candidate for Frome Vale in the local elections, Pooja was recognised in the Bristol Post as one of Bristol's 87 most influential women on International Women's Day 2021. Pooja works within the community to improve multi-cultural diversity and cohesion, is an active member of the Avon Indian Community Association and helped to set up the Bristol Durga Puja Hindu festival.

Traci Rochester – Trustee

Traci was elected as a trustee at the AGM in July 2018. She founded and operates 3 small local enterprises in design for business, design training & workshops, and digital conversion. She is keen to explore how she can help the charity to improve its internal and external communications and profile, while extending the brand reach and achieving absolute clarity in those communications. She also aims to assist with anything marketing or tech-related.



Kelvin Warlow – Trustee

Kelvin was elected as a Trustee in September 2019. On retiring from the Ministry of Defence in 2000, he soon joined Age UK York in various roles including Handyman Services and Information Officer. In 2013 Kelvin joined Age UK South Gloucestershire as a volunteer telephone befriender and office support to the Volunteer Manager. Kelvin is a keen amateur artist, DIY enthusiast and enjoys travel. He has two children and four grandchildren.

*Supporting you and your local
community in later life*

Role Title:	Trustee
Volunteering Hours:	The role of a Board Member requires an estimated commitment of half a day per month, although this may sometimes increase at busy times.
Location:	Meetings may be held online or at our main office in Thornbury, South Gloucestershire.

Background information

Trustees have ultimate responsibility for directing the activity of the organisation, ensuring it is well run and delivering the charitable objectives for which it has been set up.

Every Board should provide leadership to the organisation by:

- Setting the strategic direction to guide and direct the activities of the organisation;
- Ensuring the effective management of the organisation and its activities; and
- Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values.

Main Duties

All trustees undertake to actively govern the organisation, directing and controlling the organisation through collective decision making and by:

- Determining Mission and Strategy – actively taking part in setting the organisation’s direction and determining how it will get there through the annual planning process and the business plan/strategic plan.
- Accountability – agreeing to be held to account for the actions of the organisation and to hold those who carry out the work (staff and/or volunteers) to account.
- Playing a part in committee renewal, contributing to the recruitment and induction of new trustees.
- Contributing to effective decision making and information sharing processes, positive group dynamics, and taking part in reflection, learning and development as necessary.
- Safeguarding assets - acting as custodian of the assets, tangible (money, property etc) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately.
- Ensuring that there are sufficient assets for the organisation’s ongoing requirements.

Main Duties cont.

- Being an ambassador for the organisation, representing the organisation externally when necessary.
- Contributing to the recruitment, selection and supervision of staff as appropriate.
- Avoiding conflicts of interest – (abiding by the organisation’s written policy and elsewhere avoiding the appearance of conflicts of interest).

Person Specification

We are looking for someone who possess:

- Integrity.
- A commitment to the organisation and its aims.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort to their duties.
- Strategic vision.
- Good judgement and independence of mind.
- A willingness to work collectively as part of a group.
- Ability to engage in constructive debate and dialogue over confrontation.

Our current recruitment priorities

We are keen to increase diversity within the Board and applications are therefore strongly encouraged from Black, Asian and Minority Ethnic (BAME) communities, people who describe themselves as Disabled, and young people as these are currently under-represented.

We are particularly interested in enhancing these skills on our Board:

- Voluntary Sector Experience & Knowledge
- Knowledge of the Health & Social Care environment

Other skills and experience that we would welcome:

- Fundraising
- Knowledge of the local community
- Equalities & Diversity
- Digital Strategy & Innovation
- Press & Public Relations

How to Apply

If you are up for the challenge & would like to apply to be considered for a position on our Board of Trustees, in the first instance, please contact us as soon as possible to arrange an informal discussion with our CEO, Martin Green, via email or post as follows:

hr@ageuksouthglos.org.uk

or

FAO Nicola Fox, Age UK South Gloucestershire,
67 High Street, Thornbury, Bristol, BS35 2AW

Closing date:

Friday, 30th December 2022

For general information on Age UK South Gloucestershire or if you have specific questions about the role of a trustee, please contact Nicola Fox, Operations & HR Director (details above).



**Age UK Charity
Quality Standard**

certified by



SGS