



VOLUNTEER ROLE DESCRIPTION

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| Title: | Trustee |
| Hours: | Approximately 3 - 6 hours per month |
| Supported by: | Board and Chair of Trustees and CEO |
| Location: | Surrey |
| Role: | To work as part of the Trustee team in providing a governance framework for the Charity. To be able to make effective decisions and be accountable to the Charity Commission. |

Board of Trustees Responsibilities:

Comply with the Age UK Brand Partnership Agreement and Charity Commission guidance.

Be responsible for the financial position of the Charity, ensure it is operating efficiently and effectively, and delivers on the outcomes defined in its governing document.

Set the strategic direction and delegate operational responsibility to the CEO.

Ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations.

Ensure the organisation uses its resources exclusively in pursuance of its objects.

Protect and manage the property of the Charity and ensure the proper investment of the Charity's funds.

Trustee Responsibilities:

Contribute actively to the Board of Trustees in defining the strategic direction of the organisation, setting overall policy, defining goals, setting targets and evaluating organisational performance against agreed strategic targets.

Safeguard the good name and values of the organisation.

Attend bi-monthly Board meetings.

Utilise specific experience and expertise, as and when required, to lead discussions, provide guidance on new initiatives or give support to management through ad hoc meetings or committees.

Participate in one or more Board committees as required.

Scrutinise Board papers and other communications.

Abide by Age UK Surrey's policies and procedures and ensure these are effectively implemented.

Participate in activities to promote the Charity to our beneficiaries, funders and the wider public.

Person Specification:

Trustees should have:

An understanding of the needs of older people.

A commitment to the aims and values of the organisation.

A willingness to devote the necessary time and effort to provide the level of commitment required for this role.

Good strategic vision.

Good, independent judgment.

An ability to think creatively.

A willingness to challenge others.

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

An ability to work effectively as a member of a team.

A willingness to support the staff team as appropriate.

If you are interested please do get in touch by sending your CV to Irene Cripps, EA to the CEO at: irene.cripps@ageuksurrey.org.uk.

A formal interview with the Chair of Board of Trustees and the CEO will be required.

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