



VOLUNTEER ROLE DESCRIPTION

Title:	Digital / IT Trustee
Hours:	Approximately 4-6 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. To utilize experience be able to provide Digital/IT leadership in Age UK Surrey.

We are looking for a Trustee with Digital experience as follows:

- Digital / IT / background and experience.
- Knowledge of the County of Surrey.
- Highlight to the Board the opportunities and the risks of digital.
- Evaluate the risks and opportunities of digital for other Trustees, to enable the Board as a whole to engage in an informed way.
- Take the lead in evaluating digital proposals for the Board.
- Champion the use of data in Board discussions, and in driving the delivery and improvement of use of digital for service delivery / operations.
- Draw on your networks to support our work.
- Help ensure that the executive / operations teams have the digital capabilities that they need to implement the strategy.

Board of Trustees Responsibilities:

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

Be fully cognizant of 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.

An enhanced DBS is required for this role.

Interested Applicants:

Please send your CV and covering note outlining your suitability for this Trustee position to:

Irene Cripps – Executive Assistant to CEO and Board

irene.cripps@ageuksurrey.org.uk

Debra Davies – Volunteer Lead at Age UK Surrey

Debra.davies@ageuksurrey.org.uk