



## **VOLUNTEER ROLE DESCRIPTION**

<b>Title:</b>	<b>Trustee</b>
<b>Hours:</b>	Approximately 3 - 6 hours per month
<b>Supported by:</b>	Board and Chair of Trustees and CEO
<b>Location:</b>	Surrey
<b>Role:</b>	<p>To work as part of the Trustee team in providing a governance framework for the Charity.</p> <p>To be able to make effective decisions and be accountable to the Charity Commission.</p>
<b>Skills:</b>	<p>We are looking for Trustees for our Board who may have skills in any of these areas, though not exclusively:</p> <ul style="list-style-type: none"><li>• Legal Experience</li><li>• Income Generation</li><li>• The NHS</li><li>• Digital Marketing Experience</li></ul>

### **Board of Trustees Responsibilities:**

You would 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.

You would protect the reputation of our charity.

You would attend quarterly Board meetings and, potentially, committee meetings held twice yearly. Attendance at Board Meetings is in person or remote. Committee meetings are attended remotely.

### **Role Involves:**

Scrutinising Board papers and other communications.

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

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

**Trustees will:**

Be committed to the aims and values of the organisation.

Be willing to provide the level of commitment required for this role.

Think, strategically, about our charity and about its future direction.

Think independently and creatively

Challenge constructively and courteously.

Have an understanding of the responsibilities of being a Trustee.

Be a team player.

Support the staff team as appropriate.

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 effectively.

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