

Role Description: Trustee

Age UK Tunbridge Wells

What's involved

To work with other members of the Board of Trustees to ensure that Age UK Tunbridge Wells achieves its charitable objectives, abiding by its values and keeping within the law.

Key Responsibilities

1. Ensure Age UK Tunbridge Wells is carrying out its purposes for the public benefit

- Understand Age UK Tunbridge Wells's purposes as set out in the governing document
- Plan what Age UK Tunbridge Wells will do and what it should achieve
- Be able to explain how Age UK Tunbridge Wells's activities further or support its purposes
- Understand how Age UK Tunbridge Wells benefits the public by carrying out its purposes

2. Comply with Age UK Tunbridge Wells's governing document and the law

- Make sure Age UK Tunbridge Wells complies with its governing document
- Comply with charity law requirements and other laws that apply to Age UK Tunbridge Wells

3. Act in Age UK Tunbridge Wells's best interests

- In delivering long and short-term strategies.
- Decide what will best enable Age UK Tunbridge Wells to carry out its purpose.
- Make balanced and adequately informed decisions, thinking about the long-term as well as the short-term.
- Avoid putting yourself in a position where your duty to Age UK Tunbridge Wells conflicts with your personal interests or loyalty to any other person or body.

4. Manage Age UK Tunbridge Wells's resources responsibly

- Make sure Age UK Tunbridge Wells's assets are only used to support or carry out its primary purpose
- Do not take inappropriate risks with the Age UK Tunbridge Wells's assets or reputation
- Do not over-commit the Charity
- Comply with any restrictions on spending funds

5. Act with reasonable care and skill

- Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- Give sufficient time, thought and energy to your role by preparing for, attending and actively participating in all trustees' meetings

6. Ensure Age UK Tunbridge Wells is accountable

- Be able to demonstrate that Age UK Tunbridge Wells is complying with the law, well run and effective
- Ensure appropriate accountability to stakeholders
- Ensure accountability within the Charity, particularly where responsibility for particular tasks or decisions is delegated

Specific Duties

- Provide strategic direction for Age UK Tunbridge Wells, setting overall policy, targets and goals and evaluating performance
- Ensure financial stability
- Ensure effective and efficient administration
- Protect and manage the property of Age UK Tunbridge Wells and ensure proper investment of the Charity's funds
- Ensure Age UK Tunbridge Wells is a good employer of both paid and voluntary staff
- Participate in other activities from time to time, such as recruiting and appointing the Chief Executive, supporting fundraising events, carrying out service inspections and presiding at appeal hearings



Person Specification for a Trustee

1. Essential qualities

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Good independent judgement
- Strategic vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to think creatively
- Willingness to speak your mind and to provide challenges to proposals where necessary
- A team-oriented approach to problem-solving and management

2. Desirable experience

- Current or previous experience in one or more of the following: social enterprise, business or retail at a senior/director level, social policy, health/social care, commissioning and service development, marketing, charitable fundraising, accountancy/finance or IT
- Understanding of issues relating to people in later life
- Charity and/or Company Law

3. Minimum time commitment

- Six Board meetings per year
- Annual General Meeting
- Trustees may be invited to serve on a sub-committee - committees meet quarterly
- Supporting fundraising events
- Conference representation
- Training sessions/ events

Expenses

- Trustees are entitled to have their expenses met