

Job Description - Trustee/Director

Age UK Wakefield District relies on an effective Trustee Board and values the role that each Trustee plays. The aims and objectives of the Charity are laid out in our governing document and Strategic/Business Plan, and the Board has oversight of all charitable and commercial activity. The Board receives relevant documentation in order to ensure that organisational operations are in line with the strategy.

Age UK WD encourages a close working relationship between the Senior Management Team and trustees and values the contribution that each bring, enabling us to better serve the older people of the Wakefield District.

Statutory duties of a Trustee/Director

- To ensure that the Organisation complies with its governing document, charity, law, company law and other relevant legislation or regulations
- To ensure that the Organisation pursues its objects as defined in its governing document
- To ensure the Organisation uses its resources in pursuance of its objects
- To contribute actively to the Board's role in giving firm strategic direction to the Organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Organisation
- To provide strategic support to the Organisation - receiving assurance that expected objectives, targets and legal obligations are being supported by appropriate Organisational activity and structures
- To oversee and ensure the effective and efficient administration of the Organisation
- To oversee and ensure the financial stability of the Organisation
- To oversee and ensure compliance with the Brand Partner Agreement
- To oversee and ensure delivery of contractual and regulatory obligations
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To have a good understanding of the voluntary sector and relationships with statutory partners, the public and other stakeholders

Other duties

In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Board member has special expertise