

## **AGE UK WALTHAM FOREST: TRUSTEE ROLE DESCRIPTION**

Trustees are the people responsible under the governing document of Age UK Waltham Forest for controlling its management and administration.

The role of a trustee is:

- to ensure that Age UK Waltham Forest complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations;
- to ensure that Age UK Waltham Forest pursues its objects as defined in its governing document ('To promote the relief and well-being of older people in any manner which now or hereafter may be deemed by law to be charitable in and around the London Borough of Waltham Forest');
- to maintain proper financial control and ensure that Age UK Waltham Forest applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are;
- to set and maintain vision, mission and values;
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- to ensure accountability;
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation;
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures;
- to ensure that risk assessments for all aspects of the business are carried out;
- to safeguard the good name and values of Age UK Waltham Forest;
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises;
- to promote Age UK Waltham Forest; and
- to act in the best interests of the charity, never in the interests of yourself or another organisation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Age UK Waltham Forest in mind.