

### **Role Description: Trustee of Age UK West Cumbria**

Age UK West Cumbria is a local independent charity whose aim is to improve the quality of life for older people living in Copeland and Allerdale. It achieves its aim by delivering a range of services for both active and vulnerable older people.

Trustees have and must accept ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

### **Responsibilities of a Trustee:**

#### **A. Duty of Compliance:**

1. To ensure that the Charity complies with its governing document, charity law, and with the requirements of the Charity Commission as regulator; in particular to ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
2. To ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
3. To comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
4. To act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

#### **B. Duty of Prudence:**

5. To ensure that the charity is and will remain solvent.
6. To use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
7. To avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
8. To take special care when investing the funds of the charity, or borrowing funds for the charity to use.
9. To have adequate safeguards in place to prevent fraud.
10. To have controls and procedures in place to reduce the risk of misuse of personal data.

## **C. Duty of Care:**

### **Trustees should:-**

11. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
12. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.
13. Safeguard the good name, values and standards of the charity.
14. Contribute actively to giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
15. Make the best use of the financial benefits available to the charity.
16. Make best use of the assets of the charity, such as buildings or equipment.
17. Be aware of, and fulfil their responsibilities as employers.
18. Appoint and support a Chief Executive Officer and monitor his/her performance
19. Make best use of staff and volunteers.
20. Safeguard the wellbeing and interests of beneficiaries.
21. Consider the benefits of collaborative working and promote when appropriate.

### **Additional Duties:**

In addition to the statutory duties above, each Trustee should use any specific knowledge or experience he/she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the charity's work in which the Trustee has special expertise, leading discussions, being members of working and sub groups, focusing on key issues.

**PERSON SPECIFICATION:** Trustee of Age UK West Cumbria

**Each Trustee must have:**

- Integrity
- a commitment to the charity
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- a willingness to devote the necessary time and effort to their duties as a Trustee.
- strategic vision.
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an ability to work effectively as a member of a team.

**The charity will aim to have a Board of Trustees whose collective skills and experience will cover the following areas:**

- setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- financial management
- the type of work being done by the charity
- legal matters
- fundraising
- recruitment and personnel management, including knowledge of employment legislation
- public relations
- marketing
- computers and information technology
- campaigning
- education and learning