

Age UK Bexley: Trustee Role description

Legal Responsibility:

A trustee is a voting member of the governing body of a charity and therefore shares a legal responsibility for determining what the charity does and how it is run.

Role summary:

To work in the interests of the organisation and not for personal gain

To work together with other members of the trustee board to ensure that the organisation:

- Achieves its purpose and continues to do so
- Adheres to the rules set out in its constitution
- Works to achieve the purposes for which it was established
- Works in the best interests of the people it was established to help
- Manages its financial, legal, employment and other responsibilities reasonably and properly

Main Tasks as part of AGE UK Bexley Board

1. Ensure that the organisation complies with its governing documents, charity and company law and other relevant legislation or legislations.
2. Ensure that the organisation pursues its objects as defined in its governing document.
3. Ensure that the organisation applies its resources exclusively in pursuance of its objects.
4. Give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance.
5. Safeguard the good name and ethos of the organisation.
6. Appoint the Chief executive officer and monitor the performance of the CEO and indirectly of the organisation.
7. Serve on sub committees and promote and support the objectives of Age UK Bexley (AUKB)

1. Strategic Direction

Trustees must work as a board in partnership with the Chief Executive and other senior staff to ensure that:

- a) AUKB has a clear vision, mission, set of appropriate values, realistic objectives, and an appropriate strategy, and that there is a common

- understanding of these by trustees, staff, volunteers and other stakeholders.
- b) Operational plans and budgets and the fundraising strategy support the vision, mission and strategy.
 - c) The views of users and clients and other stakeholders are regularly sought and considered, and that efforts are made to identify possible additional users and sources of income.

2. Performance management

Trustees are accountable for the performance of AUKB, for its impact upon stakeholders and for its corporate behaviour:

- a) To ensure that AUKB measures its impact and progress towards its strategic objectives and to regularly consider reports on AUKB performance.
- b) To ensure that there are appropriate policies to direct key areas of the charity's business.
- c) To ensure that there are appropriate quality and service standards for major areas of delivery and that these are met.
- d) To ensure that the Chief Executive receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual objectives.
- e) To ensure that AUKB has effective employment policies and processes in place, to recruit, train and develop staff and volunteers.

3. Compliance

Trustees must ensure that AUKB complies with all legal and regulatory requirements:

- a) To ensure, with professional advice as appropriate, that AUKB complies with all constitutional, legal, regulatory and statutory requirements.
- b) To understand and comply with the constitution and rules that govern AUKB, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.

4. Prudent management of assets

Trustees must be stewards of AUKB's assets, both tangible and intangible, taking care over their security, and how they are used:

- a) To ensure that AUKB's financial obligations are met and that there are adequate financial controls in place to ensure all income is spent wisely and money due is received and properly applied, and that all assets and liabilities are recorded.
- b) To act reasonably and prudently in all matters relating to AUKB and always in the interests of AUKB.
- c) To ensure that trustees take professional advice when needed, and record the advice received.
- d) To ensure that there is an effective fundraising strategy in place.

- e) To be accountable for the solvency of AUKB.
- f) To ensure that the major risks to AUKB are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

5. Good governance

Trustees must ensure that AUKB's governance is governed appropriately and well:

- a) To ensure that AUKB has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objectives, and reflects its users.
- b) To ensure that Board decision-making and decisions are recorded accurately by means of minutes.
- c) To ensure the Board regularly reviews AUKB's governance structure and its own performance, to an agreed programme.
- d) To ensure that major decisions and policies are made by the trustees acting collectively.
- e) In consultation with the Chief Executive, to ensure that the Board has the skills necessary to govern AUKB well, and that the Board has access to, and considers, relevant external professional advice and expertise.

2. TRUSTEE PERSON SPECIFICATION

AUKB works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. AUKB Trustee vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

2.1 Personal competencies

AUKB Trustees are expected to demonstrate all of the following personal competencies and the capacity to apply these to the direction of a small charity.

Commitment

- 1. Ability to understand and accept the duties and liabilities of being a charity Trustee
- 2. Empathy with the vision, mission and aims of AUKB
- 3. A willingness and ability to devote the necessary time and effort
- 4. Promote and support the work of AUKB

Focus

- 5. Ability to think and apply knowledge strategically,
- 6. Ability to keep mission-focused
- 7. Ability to analyse and evaluate management information and other evidence
- 8. Willingness to listen and learn

Communication and team working

- 9. Ability to communicate clearly and sensitively and to take an active part in

discussions

10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular
16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information