

Role Title: Trustee

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

1.0 Role Summary

The role description for a trustee can be summarised as:

- To work in the interests of your charity, and not for personal gain
- To work together with other members of the trustee board to ensure that your charity;
 - Adheres to the rules set out in its governing document
 - 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

2.0 Main Responsibilities of a Trustee

- Ensure that the organisation complies with its governing documents, charity and company law, and other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure that the organisation applies its resources exclusively in pursuance of its objects
- Give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and ethos of the organisation
- Ensure the effective and efficient administration of the organisation
- Appoint the chief executive officer and monitor their performance
- Where appropriate, serve on sub-committees of the board

3.0 Qualities of a Trustee

Essential

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

Desirable

- Willing to act as the charity's ambassador to external bodies, charities and companies

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business development, HR, finance, experience of Trusts or other grant-giving bodies and legal knowledge

4.0 Time Commitment

- You will be required to attend at least 6 Board meetings annually
- You may also be a sub-committee member and attend other specific meetings

Adopted November 2017
Reviewed November 2023
Next review November 2025

S:\PA Files\Age UK Charity Board\Trustees\Recruitment\Trustee role description.docx