

AGE UK COVENTRY & WARWICKSHIRE BOARD OF TRUSTEES

TRUSTEE ROLE DESCRIPTION

Overall Responsibility:

It is the responsibility of every trustee to ensure that Age UK Coventry and Warwickshire (AUKC&W) operates in a manner that enables it to fulfil its charitable objects, as set out in the governing documents, in as effective a manner as possible.

Specific duties:

1. To ensure that AUKC&W complies with its governing documents, charity law, company law, and any other relevant legislation or regulations.
2. To ensure that AUKC&W pursues its charitable objects as defined in the governing documents and applies its resources exclusively in furtherance of said objects.
3. To safeguard AUKC&W's good name and principles.
4. To maintain proper governance by ensuring that the Board:-
 - Agrees the charity's strategic direction and goals
 - Ensures the charity is financially viable, and that management and other accounts are produced regularly.
 - Ensures that risk audits are conducted regularly and that strategies for risk management are in place
 - Defines the boundaries of management authority and delegates to management the implementation of plans and budgets;
 - Monitors performance on a regular basis and holds management accountable for outcomes;
 - Ensures that proper processes are in place for the appointment or dismissal of the Chief Executive.
 - Monitors the performance of the Chief Executive and staff.
5. To represent properly any agreed board position when speaking publicly.
6. To review the board's performance annually.

In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, participating in discussions, focusing on key issues and providing advice and guidance on new initiatives or other significant issues relevant to AUKC&W.

Whilst some trustees will play a more specialised role on sub committees (Finance, and Quality and Compliance), decision making is the collective responsibility of the whole board.

Trustee Person Specification

Each trustee should have:

- Integrity
- A commitment to the aims and values of AUKC&W
- An understanding and acceptance of the legal duties and responsibilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- The ability to think strategically
- Sound, independent judgement and the ability to know when to seek professional advice
- The ability to work effectively as a member of a team, including constructively contributing to discussions and listening to others' viewpoints

It will also be helpful for the board of trustees to include individuals with skills, knowledge and experience in one or more of the following areas:-

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Health and social services for older people
- Ageing and the issues facing older people
- Campaigning, particularly in relation to older people
- Financial management and accounting
- Strategic Business or Organisational Development
- Legal matters
- Fundraising
- Retail
- Digital / Information and Communication technology.

The board of trustees should reflect the diversity of the population of Coventry and Warwickshire as fully as possible.

Time Requirement:

Each individual trustee is expected, as a minimum, to prepare for and attend the quarterly board meetings and the AGM, plus reasonable participation in sub committees, training events, and occasional ad hoc working groups.

The initial term of appointment is two years followed by two additional terms of three years each. The board is required to pass a special resolution for any trustee staying on the board for more than eight years.

Remuneration:

As a trustee, there is no financial remuneration. Reasonable out of pocket expenses can be claimed in line with AUKC&W policy.