



Trustee Role Description

Our trustees play a vital role in making sure that Age UK Surrey achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Age UK Surrey has a clear strategy and that our work and goals are in line with our vision:

For people to improve their wellbeing and independence to get the most from later life.

Just as importantly, they support and challenge the executive team to enable Age UK Surrey to grow and thrive, and through this, achieve our aims.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Age UK Surrey's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee our financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of our charity.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve our financial statements.
- Provide support and challenge to our CEO in the exercise of their delegated authority.
- Keep up to date about changes in our operating environment.
- Contribute to regular reviews of our governance. Attend Board and Committee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect

our interests, to the exclusion of your own personal and/or any third party interests.

- Contribute to the broader promotion of our objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

There will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for:

We are looking for people willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities:

- Willingness and ability to understand and accept your responsibilities and liabilities as a trustee and to act in the best interests of Age UK Surrey.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of office:

- Trustees are appointed for a 3 year term of office, renewal for 1 further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment:

- Attending quarterly Board meetings as well as committee meetings throughout the year. Currently meetings are held in person at the Clockhouse Centre, Milford, Godalming.
- Attending annual staff/trustee meetings and ad hoc meetings as required.
- Completing safeguarding training and induction training as required.

Areas of expertise/ experience relevant to Age UK Surrey are:

Finance and accounting

Social welfare/care

Operating a community hub

Human Resources

Fundraising

Digital communications/ IT

Marketing/ public relations

Governance

Strategic Planning

Monitoring and evaluating performance

Legislation relating to Age UK Surrey

Safeguarding Vulnerable Adults

Knowledge of the sector

An enhanced DBS is required for this role.

Interested Applicants:

Please send your CV and covering note outlining your suitability for this Trustee position to:

Irene Cripps – Executive Assistant to CEO and Board

Irene.cripps@ageuksurrey.org.uk

Debra Davies – Volunteer Manager at Age UK Surrey

Debra.davies@ageuksurrey.org.uk