

## **Role Description**

### **Age UK Kensington & Chelsea**

#### **Trustee Overall responsibility:**

Work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of Age UK Kensington & Chelsea to ensure that it is a robust and dynamic charity which supports all elderly people in our community.

Commit to the [Nolan seven principles](#) of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

#### **All our Trustees:**

- Are committed to Age UK Kensington & Chelsea and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose
- Have an understanding of the legal and regulatory duties of trustees and ensure that Vista complies with its Articles of Association, charity law, company law and any other relevant legislation and regulation
- Maintain an awareness of our organisation and the environment in which we operate and contribute to our continuing development
- Bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued sustainability of our charity
- Work effectively as a member of the Board and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues
- Use their specialist knowledge and skills to add value to Age UK Kensington & Chelsea's work and to help us to build and grow partnerships and relationships
- Prepare for, attend and participate actively in Board and subcommittee meetings and in support of allocated lead roles, working groups or other governance functions
- Maintaining an overview of the organisation's financial affairs, ensuring its financial viability and ensuring that proper financial records and systems of internal controls are maintained

- Provide effective financial governance to ensure the financial resources of the organisation meet its present and future needs including effective risk management, internal audit and business assurance resources
- Scrutiny of financial (and business) performance metrics
- Overseeing and approving budgets, forecasts and financial statements
- Take responsibility for their own learning and development and participate in the development of the board as a whole
- Maintain the respect of beneficiaries, other stakeholders and the public by being credible ambassadors for Age UK Kensington & Chelsea
- Will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required

## **Trustee Terms and Conditions**

### **Time Commitment:**

The standard role of Trustee will require a time commitment of on average up to 1 day per month spread across various activities including reading board papers and preparation for meetings.

This would include:

- 4 Board meetings per annum (c3 hours per meeting)
- 4 Sub Committee meetings per annum (c2 hours per meeting, usually virtual).
- Ad hoc Board-led working groups where necessary.
- Contact with the Executive Team from time to time.
- Preparation for meetings including reading time for papers.
- Contact with the Chair and other trustees outside of meetings, including Board development and appraisal, participating in induction and regular training
- Annual Board Development/Strategy Review Day
- AGM
- Trustees are invited to carry out formal and informal visits to services and attend events

### **Term of office:**

An initial term of two years and may be reappointed for up to two further terms of three years each.

**Remuneration:**

These positions are unremunerated but reasonable expenses are payable.

**Location:**

Board and committee meetings are held both remotely and in our building at 1 Thorpe Close, London, W10 5XL.

**Trustee Person Specification****Essential**

- Understands and is committed to the culture, ethos and purpose of Age UK Kensington & Chelsea
- Experience of successfully working in a leadership or governance role
- Experience of successfully dealing with strategic issues, interpreting complex information and business planning
- Experience of acting as a credible ambassador for an organisation and able to make connections with other organisations, communities and agenda to enable Age UK Kensington & Chelsea to achieve its objectives
- Excellent communication and listening skills – able to communicate concepts and issues effectively
- Able to self-manage effectively to fulfil the requirements of this role
- Is able to commit, flexibly, the time and attention to learn about and contribute to Age UK Kensington & Chelsea's work
- Brings and applies specialist knowledge and experience in a range of contexts, in particular:
  - Finance
  - Working with older people
  - Healthcare and/or social care
  - Knowledge of Dementia
  - Fundraising – philanthropy, development, major donor and/or events.