

Age Concern Gosport

ROLE DESCRIPTION FOR AGE CONCERN GOSPORT TRUSTEE/BOARD MEMBERS

Overall responsibility

The aim and responsibility of every trustee/board member is to ensure that Age Concern Gosport operates in a manner which enables it to fulfil the objectives of its constitution, in as effective a manner as possible.

Specific duties

Trustees should:-

- Encourage and engage with Age Concern's volunteers and where applicable be involved in their recruitment and support
- Be proactive in identifying and where applicable, applying for funding streams to sustain Age Concern Gosport's services
- Identify mutually beneficial/partnerships that may provide "added value"
- Carefully read the organisation's constitution, look at the latest accounts, and talk to members of staff and trustees about the charity and how it is managed
- Regularly attend and contribute to Trustee Meetings and support others to contribute. Review service demands and volunteer capacity
- Make sure there are effective financial management systems in place and that clear financial reporting and trustee updates are undertaken
- Ensure that there are regular reports from staff or volunteers on the work of the organisation and that full and proper records are kept of its work and achievements
- Contribute to any development plans and assess the financial implications
- Ensure that risks are identified and managed and that strategies for handling risk are periodically reviewed
- Take care in delegating power to members of staff, sub-committees, honorary officers or other organisations and ensure that anyone to whom power is delegated reports fully and regularly to the Trustee Board
- Represent and proactively promote Age Concern Gosport at an operational and/or strategic level as required and make positive suggestions to its development

EQUALITY OF OPPORTUNITY

Age Concern Gosport is committed to achieving equality of opportunity in both services to the community and the employment of people and expects everyone to understand and where appropriate, promote its policies.

ROLE OF THE AGE CONCERN TRUSTEE BOARD & THE RECRUITMENT OF VOLUNTEERS

The committee/board has overall legal responsibility for the work and finances of the organisation, where funding permits, it employs staff who with assistance as required, recruits and manages Age Concern Gosport volunteers. In Charity Law, Committee Members are known as 'Trustees'.

The Age Concern Gosport Trustee Board must:-

- Understand the purpose of the organisation and promote the interests of older people.
- Take responsibility for the organisation's funds and property as appropriate and see that they are used in a sustainable way to further the aims of the organisation

The Charity Commissioners State Trustees must:-

- Act reasonably and prudently in all matters relating to the charity
- Always bear in mind the interests of the charity
- Should not let their personal views or prejudices affect their conduct as trustees
- Should exercise the same degree of care in their dealing on behalf of the charity as would a reasonable person in the case of their own personal business affairs

To do this, the Age Concern Gosport Trustee Board and Staff should:-

- Plan & review of the Age Concern Gosport Service in line with the organisation's purpose
- Ensure the organisation develops systems to manage its work and resources including finances, premises, volunteers and staff
- Review and develop policies to support effective service delivery and community engagement
- Monitor to check that agreed actions are undertaken
- Ensure the organisation is aware of and meets the changing needs of current and potential users
- Ensure the organisation meets its legal responsibilities

ROLE OF THE CHAIR OF TRUSTEES

The Chair of Trustees is responsible for ensuring the day to day running of the organisation is undertaken effectively and that staff and/or volunteers are supported.

This includes:-

- Chairing Age Concern Gosport Trustee Board Meetings
- With relevant staff, agreeing a Trustee Board agenda
- Managing and supporting Age Concern Gosport staff
- Ensuring the Trustee Board receives the information it needs to make informed decisions
- Ensuring that operational and policy decisions are implemented and monitored
- Contributing to the development of the organisation and its strategic partnerships