

# Trustee Application Pack



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## **Message from the Chair**

Hello

Thank you for your interest in becoming a Trustee of Age UK Croydon.

I am delighted to enclose our recruitment pack, which I hope will give you a better understanding of our organisation, the opportunities which lie ahead for us, and what we need to achieve our goals.

We have been supporting older people in Croydon for more than 25 years, and our Board is committed to ensuring that we stay at the forefront of best practice of strong and effective governance. We have a diverse team with complementary skills and expertise that enables us to work together to make the best decisions for our organisation.

The Covid-19 pandemic continues to have a huge impact on the way we work, and the challenging financial situation in Croydon means we are constantly innovating to develop our services and support for older people, to continue to provide the help they need in the best way possible. This makes it a very interesting time to join our Board and help us steer the course as we recover and rebuild.

An exciting future lies ahead for us. If you believe you can contribute to the continued growth and development of Age UK Croydon, I hope that you will apply to become a Trustee and look forward to hearing from you.

Yours sincerely,

Samantha Nicklin  
Chair, Age UK Croydon

## **About Age UK Croydon**

We are Age UK Croydon, and our vision is a Croydon where everyone can love later life.

Our mission is to lead the way in empowering, enabling, supporting, and connecting older people in the London Borough of Croydon to live well, healthily, and independently. Our Five-Year Strategy has set the course of our work and ensures we keep our clients at the heart of what we do.

We have an expert team of 50 staff and close to 100 volunteers who work together to deliver our extensive range of services and activities right across the borough. With services spanning health, wellbeing, home care, falls prevention, dementia support, and social activities, Age UK Croydon offers a holistic solution for older people to access the services they require in one place.

We are independent of the national Age UK charity but have passed its quality standard allowing us to hold the Age UK brand, participate in national campaigns and add the voice of our clients to lobbying efforts, keeping older people's rights on the national agenda.

#LoveLaterLife

## **Are you looking for a new experience? Want to be part of a supportive community? Feeling charitable?**

Age UK Croydon is currently looking for new Trustees to help us strengthen and govern the organisation.

### **This will be a Non-Remunerated Role.**

If you would like more information on what we do, please visit our website: ([www.ageuk.org.uk/croydon/](http://www.ageuk.org.uk/croydon/)).

We aim to lead the way in empowering, enabling and supporting older people in Croydon to live healthily and independently.

We are a vibrant, friendly, progressive, and influential organisation held in high regard by the local community and Health and Social Care decision makers.

The important qualities we are looking for:

- An enthusiasm to improve the lives of older people
- Applicants with skills, experiences and personal attributes that can make a difference
- A background in IT / Digital, Contract Law, Health & Social Care, Volunteering & Fundraising and Diversity.
- Representatives from the community of Croydon would be an added bonus

Interviews will be arranged with members of the Board.

### **This volunteer role will require an Enhanced Disclosure and Barring Service check.**

For more information or informal discussion, please contact:  
Executive Assistant at Age UK Croydon – 81 Brigstock Road, Thornton Heath, CR7 7JH.  
Tel: 020 8683 7100 or Email: [Executive.Assistant@ageukcroydon.org.uk](mailto:Executive.Assistant@ageukcroydon.org.uk)

The Trustee application pack is also available in large print.

Age UK Croydon is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership, or age will not be tolerated.

## Trustee Person Specification

1. To have an understanding of or a willingness to learn about the needs of older people generally and specifically in Croydon.
2. To have an understanding or a willingness to learn about health and social care services for older people.
3. To be committed to the work of AUKC.
4. To be committed to the principles and practical implementation of equality and diversity.
5. Ability to commit time and effort to regularly attend Board and other meetings and to actively participate in such meetings generally and specifically for the better governance of the organisation.
6. Ability to bring independent judgement, impartiality, fairness, tact and diplomacy to the role of trustee.
7. Ability to think creatively and a willingness to speak your mind.
8. An understanding of confidentiality, conflicts of interest and professional standards and an ability to act with integrity in undertaking the duties and responsibilities of an AUKC Trustee and to respect and fully implement legal duties, guidance, and the Code of Conduct.
9. Ability to work effectively with a wide range of people, including other Trustees, the staff team, partners, service users and other stakeholders.
10. Ability to understand customer care as it relates to the services provided by AUKC and its partners.
11. Ability to have an understanding of the role and responsibilities of trustees, managers, staff and volunteers and to distinguish between the roles and to maintain appropriate boundaries.
12. Ability to understand or a willingness to learn about the financial aspects of the management of AUKC.

***In addition, for office holders:***

**Chair**

1. Ability to motivate effectively and lead the Board of Trustees.
2. Ability to control effectively the business of the Board and other bodies for which the Trustee is responsible.
3. Ability to ensure that other Trustees are enabled to participate in undertaking their duties and responsibilities as Trustees in conducting the business of the Board and other bodies for which the Trustee is responsible.
4. Ability to contribute effectively to the management of the activities of the Board of Trustees.

**Vice-Chair(s)**

1. Ability to contribute effectively to the motivation and leadership of the Board of Trustees.
2. Ability to control effectively the business of the Board or other bodies for which the Trustee is responsible or when deputising for the Chair.
3. Ability to contribute effectively to ensuring that other Trustees are enabled to participate in undertaking their duties and responsibilities as Trustees in conducting the business of the Board and other bodies for which the Trustee is responsible.
4. Ability to contribute effectively to the management of the activities of the Board of Trustees.

**Treasurer**

1. To have extensive experience of the management of the finances and accounts of a large and complex organisation.
2. To be prepared to work with non-finance specialist Trustee colleagues in order to assist them in meeting their obligations to maintain an overview of the good financial management of AUKC.
3. To provide professional guidance and advice to the Board of Trustees in relation to the management of the budget and finances of AUKC.
4. Ability to contribute effectively to the management of the activities of the Board of Trustees.

## **Trustee role outline**

The duties of a trustee are:

- to ensure that the organisation complies with its governing document “Articles of Association”, and any relevant legislation or regulations, including charities legislation.
- to ensure that the organisation pursues its objectives as defined in its governing document
- to ensure the organisation applies its resources exclusively in pursuance of its objectives. The organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are)
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation along with other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the charity's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to contribute to the appointment and ongoing development and support to staff, including performance monitoring, where appropriate of members of the senior management team.
- to work in accordance with the Charity Governance Code for larger charities.



## **Other duties**

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Attend meetings, and to read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other tasks as arise from time to time, such as interviewing senior managers, helping with fundraising
- Keep informed about the activities of the organisation and wider issues which affect its work

## **Trustee's personal attributes**

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team