



ROLE DESCRIPTION

Trustee of Older Citizens Advocacy York (OCAY)

The duties of the Trustees are:

1. to ensure that OCAY complies with its governing document, charity law and any other relevant legislation or regulations (e.g. relating to employment, equal opportunities, human rights and health & safety)
2. to ensure that OCAY pursues its charitable objects as defined by its governing document;
3. to ensure OCAY applies its resources exclusively in pursuance of its objectives, i.e. does not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are;
4. 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;
5. to safeguard the good name and values of OCAY;
6. to declare any conflict of interest while carrying out the duties of a trustee;
7. to be collectively responsible for the actions of the organisation and other trustees;
8. to ensure the effective and efficient administration of OCAY;
9. to ensure the financial stability of OCAY;
10. to protect and manage property of OCAY and to ensure the proper investment of the charity's funds;
11. to appoint and support staff and monitor their performance;
12. to attend meetings and read papers in advance of meetings (including sub-committees as appropriate), to participate in other tasks as they arise from time to time, to keep informed about the activities of the organisation and wider issues which affect its work;

In addition to the duties of all trustees each trustee should use any specific knowledge or experience to help the board of trustees reach sound decisions – including scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of work in which the trustee has special expertise.



INDIVIDUAL PERSON SPECIFICATION

Trustee of Older Citizens Advocacy York (OCAY)

As a Trustee of OCAY you must have:

- integrity
- a commitment to the charity and its values
- an understanding and acceptance of the legal duties, responsibilities and liabilities of the trusteeship
- a willingness to devote necessary time and effort to your duties as a trustee
- strategic vision
- good, independent vision
- an ability to think creatively
- a willingness to speak your mind
- an ability to work effectively as a member of a team
- commitment to *Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A willingness to listen to feedback from clients in the community.

NOTE:

As a board the trustees will need skills and experience in the following areas:

- HR
- Health and Social Care
- Community Engagement and Inclusion



TRUSTEESHIP OF OLDER CITIZENS' ADVOCACY YORK (OCAY)

Declaration of Commitment and Qualification for Trusteeship

I.....(name) am committed to achieving the objectives of OCAY.

I understand the responsibilities and liabilities I am taking on in becoming a trustee of OCAY and agree to devote the necessary time and effort to my trusteeship.

I agree to act in accordance with OCAY's Code of Conduct for Trustees.

I am not disqualified from acting as a trustee under section 72 of the Charities Act 1993*

Signed..... Date.....

* Section 72 of the Charities Act 1993 disqualifies people who:

- have been convicted of any offence involving dishonesty or deception;
- have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;
- have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
- have been removed from the office of charity trustee for a charity by an order made by the Commissioners or by the High Court, on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
- have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of the Court Session to deal with management of charities), from being concerned in the management or control of any body; or
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under court administration order).

*The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](#) .

