

<div> <div>U3A</div> <div>The Third Age Trust Quality Management System</div> </div>	
Doc Regional Trustee Role	Date 01/12/19
Ref U3A-QMS-DOC-005	Review 00/00/00

Regional Trustee Role

1 Introduction

A regional trustee (RT) is the member elected by a region to the Board of the Third Age Trust. The RT brings expertise and knowledge from their region to assist in their role as a director of a national charity. RTs promote the ethos, principles and benefits of affiliation to the Trust. They represent the Trust and its views to any regional organisation, all networks and all member U3As and ensure that the views, activities and achievements of the networks and U3As are presented to the Board.

2 On the Board

An RT is expected to attend the 2 day Board meetings, 5 times a year, in London, having received and read the relevant meeting papers which will be posted on the Board website; to contribute to the discussion of agenda items at the meeting; to serve when required on one or more of the sub committees and working groups; and to abide by the Trustee Code of Conduct.

As a Board member an RT needs to be prepared to oversee:

1. The prudent use of Trust finances and resources.
2. The professional management of risks and agreed actions for mitigation.
3. The efficient management and interaction of sub-committees.
4. The good governance of the Trust with particular reference to current UK legislation and the requirements of the Charity Commission and Companies House.
5. Report any actions/procedures to the Board that might bring the reputation of the movement into disrepute or contravene the duties of a trustee as defined by the Charity Commission.
6. Agree an acceptable annual budget for the Third Age Trust, in accordance with the finances, development plan and resources for the Trust.

3 In the Region

The experience of each RT will be unique because regions vary in their geographical size, the number of U3As and U3A members, and overall accessibility. The RT is a focal point for the region and will be expected to spend time with members in all parts of the region. The RT will be asked for support from local U3As and will have access to advice and volunteers from the Trust (some of whom are assigned to providing support in that region and will be part of the regional support team), to assist them in this function. Good two-way communication via email, phone or personal contact is vital across the region.

3.1 Responsibilities

Not in order of priority:

1. To facilitate regional, or groupings of U3As to meet, share good practice and experiences
2. To support the National Treasurer to develop the budget relating to the region and manage the budget allocated to them

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3. To oversee the formation of a regional support team with the Advice and Volunteer Manager and delegate appropriate duties to this team, including locating areas of low provision, starting new U3As and supporting existing U3As.
4. To support volunteers, networks and U3As in the Region to understand the role of, and how to contact, the RT.
5. To promote and support networks in the region and ensure that all U3As are aware of the choice of networks available to them and to be available (as far as possible) to visit the networks and U3As, when invited.
6. Using the resources available to the Trust and working with National office, to promote and establish new U3A start-ups and provide assistance as requested to U3As experiencing difficulties.
7. Act as a spokesperson for the Trust to agencies in the region in line with approved messages from the Trust.
8. To be a key contact in the region who can liaise with other organisations in the region to further the interests of the movement such as NIACE, Age UK and local universities.
9. Using the Trust resources, working with the Learning Manager and Advice and Volunteer Manager, support U3As in the region to deliver educational seminars and national workshops.
10. Be a conduit for communication for useful/essential information to networks and U3As in the region.