



MEAAP Voluntary Trustee Board

Role Pack

Improving the lives of Older People in
Ballymena, Larne & Carrickfergus

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WE'RE A SMALL BUT PASSIONATE TEAM FOCUSED ON GIVING OLDER PEOPLE MORE POWER OVER THE DECISIONS THAT AFFECT THEIR LIVES.

Mid & East Antrim Agewell Partnership

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INTRODUCTION

Mid & East Antrim Agewell Partnership (MEAAP) is a local inter-agency partnership seeking to improve the lives of Older People aged 50 and over, living in Ballymena, Larne and Carrickfergus.

Our Vision is for Mid & East Antrim to be a place where everyone can actively 'agewell' together, being involved, heard and valued. We aim to support communities to actively Agewell together through partnership working, seeking to improve the lives of Older People in the Mid & East Antrim Borough Council area.

The Voluntary Board of Trustees has the power to create and change the essential mission and vision of MEAAP. Every policy decision the Trustees should be designed to help MEAAP achieve it's aim and mission.

**WE'RE LOOKING FOR TRUSTEES WHO WILL HELP US
ACHIEVE OUR VISION.**

WHO WE ARE

In 2008, a number of local people began to discuss how they, collectively, could serve their communities. Shortly after this, the group were offered support by Age NI as part of their formation of 11 networks to support Older People in advance of the Reform of Local Government in Northern Ireland. With advice, help and support from Age NI, MEAAP was constituted in 2011 and completed an application to the National Lottery's Big Lottery Fund. In July 2013, MEAAP launched their first flagship project 'Ageing Well & Reaching Out', which ended in June 2017.

MEAAP also upgraded to become a Company Limited by Guarantee in August 2013.

MEAAP has since been successful in a number of funding and tender ventures including 'Ageing Well' with Mid & East Antrim Community Planning, Mid & East Antrim Community Navigator with Age NI and IMPACTAgewell®, a multidisciplinary partnership approach to health & well-being funded by both The Dunhill Medical Trust and The Health & Social Care Board.

WHAT WE STRIVE FOR

MEAAP's goal is to relieve poverty, advance education and promote health among people aged 50 or over and their carers in the Mid and East Antrim region (comprising 'the three areas' Ballymena, Larne and Carrickfergus) – the 'area of benefit' - by:

- enabling the voices of Older People to be heard;
- being an effective, representative and independent advocate for Older People's views;
- providing information on issues affecting Older People;
- arranging opportunities for Older People to network with service providers;
- planning and monitoring new services and developments that affect Older People and providing services to Older People;
- providing statutory, voluntary and private organisations with the views of Older People about existing and proposed services;
- influencing policy and practice concerning Older People at a local, regional and national level;
- providing facilities in the interests of social welfare for the education, recreation and leisure-time occupation of Older People and their carers who by reason of their social or economic circumstances have need of such facilities.

OUR VALUES

- Listening, Caring and Sharing
- Honesty and Openness
- Challenging and Influencing
- Connecting and Transforming

THE ROLE

TRUSTEES PLAY A VITAL ROLE AT MEAAP AS WE PURSUE OUR MISSION TO PUT PEOPLE AT THE HEART OF DECISION-MAKING.

Decisions made by the trustees set the direction of our charitable activities and have a major influence on the success of our work to embed public participation so that citizens are able to take and influence the decisions that will allow them to 'Agewell'.

The trustees are collectively responsible for the overall governance and strategic direction of MEAAP, and for developing the organisation's aims, objectives and goals in accordance with governing documents and legal and regulatory guidelines.

YOUR MAIN DUTIES

1. ENSURE MEAAP IS CARRYING OUT ITS PURPOSES FOR THE PUBLIC BENEFIT

You and your co-trustees must make sure that MEAAP is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what MEAAP will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how MEAAP benefits the public by carrying out its purposes
- Spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse MEAAP personally.

2. COMPLY WITH MEAAP'S GOVERNING DOCUMENT AND THE LAW

You and your co-trustees must:

- make sure that MEAAP complies with its governing document
- comply with charity law requirements and other laws that apply to the charity
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

- Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. ACT IN MEAAP'S BEST INTERESTS

You must:

- do what you and your co-trustees (and no one else) decide will best enable MEAAP to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to MEAAP conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from MEAAP unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

4. MANAGE MEAAP'S RESOURCES RESPONSIBLY

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds.

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making MEAAP vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. ACT WITH REASONABLE CARE AND SKILL

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustee meetings.

6. ENSURE MEAAP IS ACCOUNTABLE

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that MEAAP is complying with the law, well run and effective
- ensure appropriate accountability to members, if MEAAP has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

7. UNDERSTAND AND RESPECT THE RELATIONSHIP BETWEEN BOARD AND STAFF

The trustees recognise areas of staff responsibility and avoid interfering in matters that are properly the domain of staff. At the same time, it creates policy to guide staff activities and safeguard the interests of MEAAP.

8. ACT AS A RESPONSIBLE EMPLOYER

The board of trustees creates comprehensive, fair personnel policies that meet legal requirements and protect both MEAAP and those who work for it. It monitors organisational activity to make sure that practice lives up to policy.

9. ENHANCE THE PUBLIC IMAGE OF MEAAP

Through their own behaviour, their governance, oversight and their activities on behalf of MEAAP, trustees enhance and protect the reputation of MEAAP.

10. CAREFULLY SELECT AND INDUCT NEW TRUSTEES

The trustees ensure the quality of governance for MEAAP by carefully selecting and training new trustees. It recruits and develops individuals who can provide the best leadership for the organisation.

11. CARRY OUT BOARD BUSINESS EFFICIENTLY

The trustee board keeps its own 'house' in order by conducting productive meetings where key organisational issues are dealt with in an efficient way. It hires consultants to bring needed expertise into the organisation. It engages in regular performance appraisals, periodic self-assessment and development activities to strengthen its effectiveness. A trustee is expected to uphold all plans & discussions regarding MEAAP with the strictest of confidence.

MAKING DECISIONS AS A TRUSTEE

Charity trustees make decisions about their charity together, working as a team. Decisions don't usually need to be unanimous as long as the majority of trustees agree. All MEAAP business and decision making should be carried out at planned trustee meetings where possible.

When you and your co-trustees make decisions about the charity, you must:

- act within your power
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances

You should record how you made more significant decisions in case you need to review or explain them in the future.

TERMS OF APPOINTMENT**TIME COMMITMENT**

The role requires approximately five to ten days-a-year, including:

- Attending Bi-monthly trustee meetings (1 - 2 hours) and any other meetings the trustees decide are necessary at venues across Mid & East Antrim. Zoom facilitated where required
- Participation in trustee sub-committees, as required
- Reading meeting papers and other preparation for meetings
- Other ad-hoc support, as required

TRUSTEE MEETINGS

- Mileage to attend meetings is reimbursed at 45p per mile or 55p per mile when car sharing
- Meeting papers are distributed five working days before via email
- Trustee meetings are generally held within office working hours

Current Trustees 2022/2023

- Chairperson – Kenneth Wilson
- Vice Chairperson – Eve Booker
- Treasurer- Steven Gordon
- Co-Secretary - Joan McGuigan
- Co-Secretary - Maureen Morrow
- Jean Haveron
- Hubert Nicholl
- Stephen Slaine
- David Davision
- Deborah Neill
- William McCaughey
- Kerry Brady (Co-Opted Member)
- Council Representatives (no voting powers)
 - David Reid
 - John Carson

HOW TO APPLY

If you are interested in joining our board of trustees, please get in touch with us by telephone on 028 25658604 or by email admin@meaap.co.uk

Closing date for applications will be Friday 19th of August 2022 at 12noon.