



**Aylesbury Youth Action
Appointment Brief
Trustee**



Appointment Brief - Trustee

Do you want to help shape young people's lives?

Join us in a small exciting local charity as a Trustee.

Become part of a small exciting local charity, with a great mix of people committed to making a real difference for young people through an exciting and challenging range of volunteering activities in the local community.

Aylesbury Youth Action changes lives and creates better chances for young people by creating opportunities for them to understand themselves better and to encourage their personal development of life skills.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and exciting small local charity based in Aylesbury but reaching young people across the wider Aylesbury Vale.

The organisation has been established since 1971 but continues to flourish and is entering a period of change to ensure it meets current needs of both young people and the communities in which they live. The role of Trustee will add energy, experience and purpose to the team as it moves forward to successfully achieve its aims.

You will join a supportive, driven, committed team, whose desire is to achieve the best for the young volunteers it serves. Aylesbury Youth Action prides itself on being a youth focused and driven organisation who actively encourages its young volunteers to own the shape and direction in which the organisation changes.

Our Mission

To support young people to explore, understand and value their place in society and to enable them to develop their life skills to prepare them for the transition to adult life.

Our Vision – as defined in our 5 year Strategic Plan 2019 to 2024

We envisage that by 2024 Aylesbury Youth Action will be known as one of the leading partners in the delivery and facilitation of quality youth led social action in Aylesbury Vale. It is our responsibility to support young people's development through their volunteering journey to benefit both the individual and the whole community. Our philosophy can be envisaged as a journey along twin rails on which our organisation travels:

- Development of individual young people whilst building the social capital of the local and wider community.
- Working with the community to build capacity and to stimulate self-help.



Primary Aims

In 2024 Aylesbury Youth Action will continue to be the leading provider of youth volunteering activities in the Aylesbury Vale District and a key partner in both regional and national youth action delivery networks.

A diverse staff team will work closely with the young volunteers, to provide supportive mentoring relationships, deliver youth led projects that make a real difference in their community, and develop new innovative projects that meet arising needs and concerns.

There will be a wider variety of young people participating in volunteering, especially from disadvantaged and hard to reach groups, including those not in education, employment and training, as well as young people with disabilities.

Aylesbury Youth Action will provide personalised and accessible training and development opportunities for all the volunteers, with outcomes recorded and, wherever possible, accredited with nationally recognised awards.

Through these social action activities, the young people will be able to explore how they relate to the community and to have opportunities to develop their life skills, to respond to the challenges of the transition to adult life.

Role Description Trustee

1) Responsibilities of Trustees

The Charities Act defines Charity Trustees as the people responsible under the charity's governing document for the administration and management of the Charity. For Aylesbury Youth Action the Charity Trustees are the Trustee Board also known as the Management Committee. The Board comprises of a Chair, Vice Chair, Treasurer, Secretary and up to 10 elected members.

At its simplest, the role of the Trustee Board is to receive assets from donors, safeguard them and apply them for charitable purposes as declared in the objects. The Trustee Board must always act in the best interests of Aylesbury Youth Action, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The Trustee Board must act as a group and not as individuals.

2) Duties of a Trustee

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special experience.



3) Trustees will:

- Ensure that Aylesbury Youth Action complies with its governing document (the CIO constitution), charity law and any other relevant legislation or regulations.
- Ensure that Aylesbury Youth Action pursues its objects as defined by its governing document.
- Ensure that Aylesbury Youth Action applies its resources exclusively in pursuance of its objects.
- Contribute actively in giving strategic direction to Aylesbury Youth Action, setting overall policy, defining goals and setting targets and evaluating performance against targets.
- Safeguard the good name and values of Aylesbury Youth Action.
- Ensure the financial stability of Aylesbury Youth Action.
- Protect and manage the property of Aylesbury Youth Action and ensure the proper investment of funds.
- Appoint and support Aylesbury Youth Actions Manager.

4) Minimum time commitment

Trustees are expected to attend an introductory session at Aylesbury Youth Action prior to their first Board Meeting. Board meetings are held every two months. Each year there may be one or two additional meetings which may look at key strategic issues. Our meetings are organised to accommodate the working lives of Trustees and can take place in the evening. The meetings will last approximately two hours and are usually at Aylesbury Youth Actions office in Aylesbury. Trustees may be expected to be available for two or three hours each month in relation to specific projects or areas of expertise. Trustees may be asked to join board committees.