



## **Application Pack**

### **Endometriosis UK Trustees**

#### **RECRUITING FOR FOUR NEW TRUSTEES:**

- **Chair**
- **Treasurer**
- **Young trustee with lived experience of endometriosis**
  - **Trustee with relevant experience**

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July 2019

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Dear applicant

### **Endometriosis UK Trustee Application**

Many thanks for your interest in becoming a trustee of Endometriosis UK. You may not have heard of endometriosis or it may be a focal point in your life: endometriosis is a gynaecological condition affecting 1 in 10 women in the UK. Endometriosis UK provides information and support for those with endometriosis and works to raise awareness, bring about change and support research into this life-devastating disease.

This is a hugely exciting time to join the Endometriosis UK trustee board, as the organisation looks to expand and develop to achieve the changes that are needed to support those affected by the disease and to drive down diagnosis time. We have just been successful in ensuring that menstrual wellbeing is taught to all children in school in England by 2020 and we're pushing hard to ensure that this is extended across the UK. We've made huge strides in ensuring greater awareness of endometriosis, including through a [photography exhibition](#) with Rankin as part of our corporate partnership with Standard Life. But there is still much more to do.

With four current trustees soon to reach their maximum 6 year length of service, we are looking for **four new trustees** to build on this momentum to strengthen our organisation and bring about change for those with endometriosis. We are looking for a Chair and a Treasurer, a young trustee with recent personal experience of living with endometriosis at school, and another trustee with relevant skills and experience to join our friendly, dynamic, experienced and effective board of 10 trustees. We also particularly welcome applications from people with a wide range of backgrounds and experiences as part of our commitment to diversity.

For more information about our work, trustees and staff team please visit <https://www.endometriosis-uk.org/>.

Please do feel free to contact me for an informal conversation about the role. Informal conversations can be arranged by contacting [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org).

I very much look forward to receiving your application.

Yours sincerely

Angela Style, Chair of the Board of Trustees

Follow Endometriosis UK on twitter @EndometriosisUK and on Instagram endometriosis.uk to find out more about our work

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## 2. Information about how to apply for the role

Please send a cv (maximum 2 sides of A4) **and** a supporting statement letting us know which role you are applying for and outlining how you meet the requirements of the trustee person specification (using examples where possible) plus information about your skills in either the specific role you are applying for (maximum 2 sides of A4).

Advertising – September and October 2019

Closing date for applications – 9am on Monday 11<sup>th</sup> November

Please send completed applications by email to [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org) or by post marked for the attention of Angela Style, Chair, Endometriosis UK, 75 Gloucester Place, London W1U 8JP.

Interview dates are likely to be Thursday 21<sup>st</sup> and 28<sup>th</sup> November in Central London with interviews for young trustee post likely to be Wednesday 27<sup>th</sup> November.

Incoming trustees would observe a meeting in early 2020 and attend a strategy day before taking up positions in the Spring.

Please get in touch if you have any questions or would like to arrange an informal conversation to discuss the role. Please email [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org) to arrange this.

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## Endometriosis UK Trustee Board Members

### 3. Description of the role and person specification

#### Background

Endometriosis UK is the largest UK charity for those with endometriosis. Endometriosis UK works to:

- Provide support to those with endometriosis and their families and friends
- Provide clear, objective information about the condition and its treatments
- Raise awareness amongst health professionals and the general public about the condition
- Support research into endometriosis.

This is an unpaid role. Reasonable pre-agreed travel expenses will be paid.

Time commitment:

- five meetings a year (including preparation for meetings, reading papers etc) + attendance at an annual strategy day and AGM.
- Trustees have the opportunity to take part in Board sub-groups and project groups to develop aspects of the organisations' work; please note the Treasurer chairs the Finance Sub Committee (5 meetings per year) and provides additional support to CEO around budget-setting etc
- Additionally, the Chair line manages the CEO and Board meetings, necessitating regular communication with the CEO

Trustees are also invited to attend Endometriosis UK events.

In 2019 we are recruiting for **FOUR NEW TRUSTEES** to join the board:

1. Chair
2. Treasurer
3. A young trustee with recent personal experience of living with endometriosis whilst at school
4. Another trustee with a background in one or more of the following: charity income generation, volunteer management and/or experience of volunteering for Endometriosis UK's support network, charity management, HR, legal skills where relevant to Endometriosis UK's work, or other skills relevant to Endometriosis UK's work.

We also particularly welcome applications from trustees from a range of backgrounds and experiences as part of our commitment to diversity.

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## **The role of the Board of Trustees and duties of trustees**

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Endometriosis UK. The board sets the strategic direction of the charity. The board must always act in the best interests of Endometriosis UK, exercising the same standards of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

The duties of a trustee board member are to:

- ensure that Endometriosis UK complies with its governing document, charity law, company law and any other relevant legislation or regulation;
- ensure that the charity pursues its charitable objects as defined in its governing document;
- ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- contribute actively to the board of trustees' role of giving clear strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and values of the charity;
- ensure the effective and efficient administration of the charity;
- ensure the financial stability of the charity.

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

The trustee board is also responsible for recruiting, managing and supporting the Chief Executive.

## **Trustee Person Specification**

Each trustee must have:

- strategic vision
- commitment to Endometriosis UK, its mission, vision and values
- willingness to devote the necessary time and effort to be an effective trustee
- good, independent judgement
- willingness to speak their mind and ability to provide effective support and challenge in a board setting
- ability to think creatively and imaginatively
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

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- an ability to work effectively as a member of a team and to take decisions for the good of Endometriosis UK
- integrity.

**Additional skills required by trustees with specific areas of expertise:**

**Chair**

- ability to lead Endometriosis UK in partnership with the CEO
- ability to foster team-work and effective decision-making at the board
- ability to carry out line management of CEO on behalf of the board
- ability to ensure that Endometriosis UK is clear about its purpose and values and that it is working effectively to deliver them
- ability to lead an effective Board of Trustees including recruitment and monitoring of balance of skills of the Board.

**Treasurer**

- qualified accountant
- ability to chair the finance committee
- ability to work alongside the CEO and outsourced accountant/bookkeeping service to ensure effective financial administration and risk management of the charity

**Young person with lived experience of endometriosis**

- recent personal experience of the impact of living with endometriosis whilst at school
- ability to bring insight and perspective about the experiences of a wide range of younger people living with endometriosis, including diagnosis
- willingness to take on an advocacy role and to share your story in the media and in other ways to support Endometriosis UK's campaigning and communications work
- Please note that legally trustees must be over the age of 18 in England and that we will provide support to young trustees who are new to trusteeship.

We are also looking for **one** other trustee – and we will prioritise those applications with experience in one of the areas listed below.

- **Charity income generation and fundraising**
- **Legal or HR**
- **Volunteer management – and/or experience of volunteering for Endometriosis UK's support network**
- **Charity management**

**More information about what we are looking for is set out below.**

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## **Charity income generation and fundraising**

- Experience of operating at a senior level within a charity with responsibility for income generation and fundraising
- Understanding and experience of a diverse range of income streams
- Willingness to provide support and advice to Endometriosis UK's staff team including fundraising staff on fundraising
- An understanding of the challenges facing small charities in maximising income streams and donor cultivation.
- Understanding of best practice in fundraising ethics and good practice

## **Legal – in relation to Endometriosis UK's work or HR**

## **Volunteer management – or experience of volunteering as part of Endometriosis UK's support network**

- Experience of managing volunteer programmes or networks and good understanding of policy and best practice in relation to volunteering
- Experience as a volunteer for Endometriosis UK's support network

## **Charity management**

- Experience of senior roles in charities and good understanding of good practice in charity management.

## **Further information about Endometriosis UK's governance and Board of Trustees**

### **Skill set required by Endometriosis UK Board of Trustees**

Endometriosis UK has undertaken a skills audit and considered the ideal make-up of the Board of Trustees. Our ideal board would include the following skills and experience – those in bold are areas we are prioritising in this recruitment round:

- Strategic planning
- **Charity finance and audit and risk management**
- Marketing and communications with a particular emphasis on awareness raising and digital communications
- **Income Generation/Fundraising**
- **Lived experience of endometriosis (including the perspective of younger people)** and experience as a partner/carer/family member of someone with endometriosis
- Female health (especially endometriosis, fertility, pain management) in secondary and primary care settings
- **Legal – in relation to Endometriosis UK's work**

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- **Volunteer Management – or experience of volunteering with Endometriosis UK’s support network**
- **Charity management**
- Health policy and political campaigning
- Having networks of influential contacts able to support Endometriosis UK
- **The ideal board would also be diverse** and this diversity will be guided by the definitions of the nine protected characteristics as set out in Equalities Act 2010 (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation) and also include geographical diversity with representation from around the UK and, in line with the Charity Governance Code, also consider backgrounds, life experiences, career paths and diversity of thought).

One Trustee may have the required skills in more than one area but the overall membership of the Board should provide the necessary skills in all these areas. **We particularly welcome applications from trustees from a wide range of backgrounds in line with our commitment to ensuring that our board is diverse.**

### **Understanding of endometriosis and membership of Endometriosis UK**

Potential trustees do not have to have personal experience or detailed knowledge of endometriosis but Endometriosis UK is committed to ensuring that the board would always contain trustees with lived experience of endometriosis. Our current board includes a number of trustees with lived experience of endometriosis alongside the skills and experience they bring to the board. Trustees are asked to demonstrate their interest in and commitment to improving the lives of those with endometriosis.

All trustees are required to be members of Endometriosis UK and we would ask new trustees to become a member of the charity before joining the board.

### **Term of Office**

Trustees serve an initial three year term with an opportunity to serve for a further three years with a maximum term of office of six years.

### **Board meeting schedule**

These are held at five times a year, currently a mix of half day meetings on Saturdays in London and telephone meetings in the evening although trustees are consulted in advance of setting the annual meeting schedule to ensure that it is convenient to the majority. Trustees are able to join some meetings via video or telephone conference facilities if they are not able to attend in person. In addition, the board holds a Strategy Away-Day each year. All trustees are also expected to attend the AGM of the charity and, where possible, training or fundraising events held on occasion throughout the year.

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**The current trustees are:**

- Angela Style – Chair – stepping down after serving 6 year term
- Melissa Longley – Vice Chair - stepping down after serving 6 year term
- Amanda Collier – Treasurer - stepping down after serving 6 year term
- Alice Smith – young trustee - stepping down after serving 6 year term
- Arvind Vashisht – clinical lead for gynaecology services at UCLH and member of BSGE (British Society for Gynaecological Endoscopy) council
- Professor Andrew Horne – professor of gynaecology and reproductive sciences from Edinburgh University
- Veena Rao – GP with a special interest in gynaecology
- Andy Glyde – expertise in campaigning and public affairs, based in Wales and with experience as a partner of someone living with endometriosis
- Sera Miller – expertise in marketing, brand and business strategy
- Sarah Atkinson – expertise in advocacy and communications

You can find out more about the Endometriosis UK trustees at <https://www.endometriosis-uk.org/trustees-2014>

**Useful information for applicants**

Endometriosis UK's recent Annual Reports and Accounts can be found here - <https://www.endometriosis-uk.org/about-us>

All applicants should be aware of the relevant Charity Commission guidance in particular CC3 The Essential Trustee <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

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