



Trustee of the Pelvic Radiation Disease Association (PRDA)

Job Description

Salary: Unpaid. You may claim expenses incurred while travelling to meetings.

Hours: By mid-2020 we expect the requirement will be to attend six trustee board meetings a year (approx. 1.5 hours) including one all-day annual strategy meeting in September. Additionally, trustees are invited to the annual PRDA Friends' meeting in March.

As an option, trustees are welcome to be involved in other volunteering roles for the charity. For example, by speaking at conferences/events, helping with fundraising or raising awareness.

Location: Trustee Meetings are normally by Skype. The trustees' annual strategy day and PRDA Friends' meeting are normally in London.

1. Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. For the Pelvic Radiation Disease Association, the charity trustees are the board of directors of the registered company limited by guarantee "Pelvic Radiation Disease Association" number 07998409, known as the trustee board.

The trustee board comprises:

- the chair
- vice-chair (the trustee board appoints a vice chair from among the trustees)
- treasurer
- secretary
- up to 6 other appointed trustees.

2. The role of the board of trustees

The basic role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of PRDA. The trustee board must always act in the best interests of PRDA, exercising the same standard 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.

3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that PRDA complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations, and with regard to the Charities Statement of Recommended Practice (SORP);
- ensure that PRDA pursues its objects as defined in its governing document;
- ensure PRDA applies its resources exclusively in pursuance of its objects;
- contribute actively to the board of trustees by giving firm strategic direction to PRDA, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
- safeguard the good name and values of PRDA, and
- ensure the financial stability of PRDA.

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. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise, such as charity leadership, marketing, communications, finance, IT, fundraising, research, clinical care or in-depth knowledge of the problems facing people affected by Pelvic Radiation Disease (PRD).

4. Minimum time commitment

Trustees are expected to attend all board meetings and to have read the board papers. Board meetings are held six times a year during normal office hours. One meeting each year is allotted to strategic planning and lasts a whole day. The other meetings last approximately one and half hours and are usually by Skype.

Please note: Until mid-2020, the trustee board will meet monthly until the new way of working is established.

- Papers are distributed 3 days in advance of meetings.
- As an option, trustees may wish to volunteer to join an operational team, each of which meets up to six times a year, for approximately one hour, during normal office hours, by Skype or telephone. Operational teams are made up largely of volunteers.
- Trustees are invited to the annual PRDA Friend's meeting, which takes place during the day in March.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

5. Person specification

Each trustee must have:

- a commitment to the vision and aims of the Pelvic Radiation Disease Association
<https://www.prda.org.uk/about-prda/pelvic-radiation-disease-association-vision/>
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- willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of PRDA.

Ideally, a trustee should also have one or more of the following:

- Understanding of the impact of Pelvic Radiation Disease on people's lives either through personal or professional connections, or be willing to learn about this;
- Prior experience of committee/trustee work;
- Knowledge of the type of work undertaken by PRDA (helpline, support groups, online support, health professional engagement, awareness-raising) and/or fundraising for a small charity, and
- Leadership skills.

A trustee is expected to use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Promoting the interests of PRDA at all opportunities
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

The board of trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- the NHS (any sector, but ideally cancer care)
- private health care
- voluntary sector
- the needs of people affected by a chronic health condition
- digital
- human resource management
- volunteering management
- collaborative partnerships.

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