



**PELVIC
RADIATION
DISEASE
ASSOCIATION**

Chair of Trustees of the Pelvic Radiation Disease Association (PRDA)

Job Description

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

Hours: Requirement to attend six trustee board meetings a year (approx. 1.5 hours) plus one all-day annual strategy meeting in person.

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

Location: Trustee Meetings are normally by Zoom.

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 (as at September 2023 the treasurer is also the vice-chair)
- approximately 8 other appointed trustees.

2. The role of the board of trustees

Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives. Trustees use their skills and experience to support PRDA, helping it achieve its aims¹.

The basic role of the PRDA 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.

¹ [Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-trustee-what-s-involved)

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;
- ensure that PRDA upholds its commitment to equality, diversity and inclusion across all its activities;
- 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 leadership, marketing, communications, finance, IT, fundraising, research, health service management, clinical care or in-depth knowledge of the problems facing people affected by Pelvic Radiation Disease (PRD).

As volunteers, trustees are also subject to the charity's volunteering policies <https://www.prda.org.uk/prda-volunteer-resources/>.

4. Chair-specific duties

- Provide strategic leadership to the charity and the Board, ensuring that PRDA achieves its mission.
- Work in partnership with the Operations Manager and team to achieve our mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the board and PRDA's staff and volunteers.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- Act as a spokesperson and figurehead for PRDA.

5. 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 at a mutually convenient time. One meeting per year is for strategic planning and lasts a whole day. The regular board meetings last approximately one and half hours and are by Zoom.

- Papers are distributed 3 days in advance of meetings.
- As an option, trustees may wish to volunteer to work on meetings for which may be monthly or less frequently. Operational teams are made up of volunteers.
- Trustees are invited to the all-day annual PRDA conference but there is no obligation to attend.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.

6. 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/>
<https://www.prda.org.uk/about-prda/>
- 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
- marketing, social media and websites
- digital
- human resource management
- volunteering management
- collaborative partnerships.

For an informal discussion about the role please contact David Jillings, PRDA Treasurer & Vice-chair at david@prda.org.uk

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