



TRUSTEE ROLE AND PERSON SPECIFICATION

We are specifically seeking trustees with experience in the following areas:

- Income Generation
- Governance
- Finance
- Marketing and PR

A LITTLE ABOUT PANS PANDAS UK

PANS and PANDAS are complex neuro-psychiatric conditions which are frequently misunderstood and misdiagnosed. PANS PANDAS UK are the only charity in the UK working to improve outcomes and ensure brighter futures for people affected by PANS and PANDAS.

We provide support and information to families and work tirelessly to inform medical practice by raising awareness at government levels, engaging with medical Royal Colleges and the NHS. In addition to this we work closely with health, social work and educational professionals as well as our European and International peer organisations.

We are a small group of trustees who are located around the UK. We work from home and have a warm, supportive, and positive culture. If you would like to join our friendly team, please read on. If you would like to have an informal chat with the chair of trustees about the role, please email vicky.burford@panspandasuk.org.

YOUR RESPONSIBILITIES AS A TRUSTEE:

As a Trustee, you will be responsible for the overall governance and strategic direction of the Charity, developing its aims, objectives, and goals in accordance with Charity legal and regulatory guidelines, this includes:

- Ensuring that PANS PANDAS UK pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that PANS PANDAS UK complies with its governing document (constitution), charity law, company law and any other relevant legislation or regulations
- Ensuring that PANS PANDAS UK applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that PANS PANDAS UK defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of PANS PANDAS UK

- Ensuring the effective and efficient administration of PANS PANDAS UK, including having appropriate policies and procedures in place
- Ensuring the financial stability of PANS PANDAS UK
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of senior staff.
- Attendance at quarterly board meetings (via video link) and commitment to reading the board papers in advance of meetings.
- Attendance at the annual trustee/staff conference (usually a weekend in Spring. An overnight stay may be required)
- Using any specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

PERSON SPECIFICATION

- Expertise in one of the following fields of work: Finance, Income Generation, Governance, Marketing and PR
- A commitment to PANS PANDAS UK and its community
- A willingness to devote the necessary time and effort to the role
- 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
- A commitment to the following principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

BENEFITS OF BECOMING A PANS PANDAS UK TRUSTEE

- Contributing your skills and expertise to a cause that is important to you
- Playing a key role in the strategic development of the Charity
- Being part of a highly ethical and compassionate organisation that is in a stage of growth
- Working with like-minded people and given the opportunity to develop your skills and knowledge
- Having a direct and positive impact on the Charity and its community

APPLICATION

Applications must be made with a covering letter outlining your suitability for the role, supported by a CV

This is a rewarding volunteer role that is unpaid, however expenses are reclaimable. Appropriate training will be given. The appointment will be for a period of three years with extensions of tenure in line with our governing document and Charity Commission guidelines

Board meetings currently take place quarterly via video link