

INFORMATION PACK

Becoming a trustee at Breast Cancer Now



**BREAST
CANCER
NOW** The research &
support charity

We're here

WELCOME TO OUR CHARITY



Jill Thompson
Chair of the board



We understand the importance of good charity governance and accountability, fundraising regulations and the role of trustees. Our latest external review highlighted the excellent relationships between our board and senior leadership team.



Find out more about the people who make up our board and senior leadership team at breastcancernow.org/about-us/trustees

Dear applicant,

I'm delighted that you're interested in joining us.

At Breast Cancer Now, we've got an ambitious goal. That, by 2050, everyone diagnosed with breast cancer will live and be supported to live well.

We've made huge progress. But there are still huge challenges in our way. To turn our vision into reality, we need to achieve more in the next 25 years than we ever have before. And that's where you come in.

We've got an opportunity to appoint 2 trustees to our board. As a trustee, you'll help to make sure the charity has maximum impact and oversee the fantastic work of our dedicated staff, volunteers and supporters. Helping to save and improve the lives of people affected by breast cancer.

We aim to be at the forefront of good practice, so this opportunity is the result of regular reviews of our trustee skill base and term limits.

To make sure that our board has a blend of experience, expertise, knowledge and skills, you'll ideally have experience in

digital, data or design with the ability to provide insights and strategic experience on how we can harness the benefits of evolving technology and digital routes to grow our impact. Or interest and experience in risk management.

The board particularly welcomes interest from candidates with business experience, ideally in the commercial sector. You'll be passionate about our work and need to be able to ensure good governance through your strategic insight, sound advice and constructive challenge, to help the board undertake its responsibilities of scrutiny and support. And a real understanding of breast cancer through personal experience, and experience of using our services, is desirable.

If that sums you up, please get in touch and apply to be a trustee of our forward-thinking, ambitious charity. Everything you need to know about applying is in this pack. I look forward to hearing from you.

A handwritten signature in black ink that reads "Jill Thompson".

WE'RE HERE

We've got the brightest minds in breast cancer research making life-saving discoveries in labs across the UK and Ireland. Our support services, trustworthy breast cancer information and specialist nurses are here, ready to support you whenever you need it. And our dedicated campaigners are here, fighting for the best possible treatment, services and care for everyone affected by breast cancer.

However you're experiencing breast cancer, we're here. Why? Because we know that breast cancer isn't yesterday's problem.

Turning the tide

The clock on our 2050 vision is already ticking. Our Turning the Tide strategy sets out 5 aims to help us get closer to turning it into reality:

- Tackle secondary breast cancer
- Provide better support and services
- Develop kinder, smarter treatments
- Improve detection and diagnosis
- Prevent breast cancer wherever possible

Can you help us to turn the tide?



PERSON SPECIFICATION

Each trustee must have:

1. A commitment to the organisation
2. A willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak their mind
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. An ability to work effectively as a member of a team
9. Nolan's seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership



Before applying, please read the Charity Commission's guidelines on becoming a trustee at [gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved)

ROLE PURPOSE

To provide governance, strategic direction and leadership through regular reviews of the strategic aims and plans of Breast Cancer Now and the evaluation of performance against agreed targets.

Board members must act in the best interests of Breast Cancer Now, sharing the responsibility with other trustees for making sure that the charity is well run. They should use any relevant knowledge, skills or experience they have, to help the board to 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.

Main responsibilities

1. To ensure Breast Cancer Now pursues its stated objects, as defined in its governing document (Articles of Association of Breast Cancer Now), by developing and agreeing a long-term strategy
2. To ensure Breast Cancer Now complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations
3. To ensure Breast Cancer Now applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
4. To ensure Breast Cancer Now defines its goals and evaluates performance against agreed targets
5. To safeguard the good name and values of Breast Cancer Now
6. To ensure the effective and efficient administration of Breast Cancer Now, including having appropriate policies and procedures in place
7. To ensure the financial stability of Breast Cancer Now
8. To protect and manage the property of Breast Cancer Now and ensure the proper investment of the charity's funds
9. To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
10. 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

OUR OFFER TO YOU

You'll join a welcoming and respected board, whose style is collaborative and whose expertise, dedication and skills have successfully led Breast Cancer Now to this point.

We offer a full induction programme to fully immerse you into the charity. This includes our Candidate Trustee process, which will introduce you to what it's like to be a trustee at our charity. For the first 6 months you'll join and experience board and committee meetings so both parties can evaluate if the role is right for you.

Once that 6 months is complete, you'll be formally appointed at a board meeting.

Your skills and commitment will serve to enrich the capability of the board and move Breast Cancer Now forward towards achieving its vision. In short, you'll be making a valued contribution to saving and improving lives of people affected by breast cancer. Perks of the job don't get any better than that.

YOUR TIME COMMITMENT

Length of term

The term of office is 3 years. At the end of your term, you may stand for re-appointment for a further term of 3 years.

Meetings and time commitment

- The board of trustees generally meets 5 times a year, normally in central London
- Standard meetings typically last 4 hours, and 1 meeting a year is usually extended to include a strategy and board development session
- Trustees are expected to prioritise attendance at all meetings of the board
- Trustees are expected to serve on at least 1 sub-committee (where appropriate). This depends on the trustee's area/s of expertise and at the request of the chair of the board

Our sub-committees include:

- Science Strategy
- Risk and Governance
- People and Culture
- Finance and Investment

- In addition, trustees are encouraged, and will have the opportunity, to take part in fundraising and social activities and events
- The total time commitment for a trustee is the equivalent of approximately 10 to 15 working days per year

RECRUITMENT PROCESS



We're committed to promoting equity, valuing diversity and creating an inclusive environment. If you need any support in making your application, get in touch and we'll look to reasonably adjust the process accordingly.

The board is seeking to appoint 2 new trustees and welcomes applications from all sectors of the community to extend the diversity and expertise of its membership.

The appointed candidates will ideally have experience in:

- Digital, data or design with the ability to provide insights and strategic expertise on how we can harness the benefits of evolving technology and digital routes to grow impact and/or
- Risk management

The board particularly welcomes interest from candidates with business experience, ideally in the commercial sector and with, for example, an interest in marketing, digital or technology.

All candidates must have:

- The ability to use your skills to ensure good governance through your strategic insight, sound advice and constructive challenge to help the board undertake their responsibilities of scrutiny and support

Ideally, candidates will have:

- Personal experience of breast cancer and/or personal experience of using our support services

To be considered for interview, you must provide the following:

- A supporting letter of no longer than 2 sides of A4, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification
- A comprehensive CV of no longer than 2 sides of A4, including details of your achievements in each role
- Details of 2 referees, who won't be contacted without your prior knowledge or consent

Applications must be sent to Graham Vigor, associate director of people and organisational development at graham.vigor@breastcancer.org

If you've got any questions about the role or the process, please email Graham. Candidates are asked to note the recruitment timetable outlined below.

As with most trustee roles this one is unremunerated, but reasonable out of pocket expenses will be reimbursed.

Selection process

Interviews will be held in person at Ihex House, 42–47 Minories, London, EC3N 1DY or virtually subject to availability.

Closing date	Shortlisting	Preliminary interview	First panel interview
9am on Monday 29 July	Week of Monday 29 July	Mid-August (TBD)	Early to mid-September (TBD)

BOARD OF TRUSTEES CODE OF CONDUCT

1. Purpose

1.1 The purpose of this document is to provide a code of conduct for our trustees. A code of conduct for board members is designed to ensure high standards and makes it clear how potential conflicts of interests are dealt with

1.2 We aim to capture good practice and this code of conduct is based on the 7 principles of public life and the requirements of the Charity Governance Code. It should be used as a guide rather than a definitive code. Remember also that we must comply with all legal regulations

2. Responsibilities

Breast Cancer Now's trustees should:

2.1 Be aware of the contents of Breast Cancer Now's governing document and the law as it applies to the charity and act within both

2.2 Have an understanding and commitment to the charity's vision, strategy, how the organisation works and the external environment within which it operates

3. Values

Breast Cancer Now's trustees should:

3.1 At all times live the values of Breast Cancer Now

3.2 Seek to attend a minimum of 4 out of 6 board meetings a year, except under exceptional circumstances

3.3 Prepare for meetings, reading papers and asking any questions of the chief executive and senior leadership team in advance, where reasonably possible

3.4 Contribute positively and challenge respectfully in meetings

3.5 Act jointly and accept a majority decision

4. Selflessness

4.1 Trustees of Breast Cancer Now have a general duty to act in the best interests of the charity as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any company or other organisation they may be employed by or represent

5. Integrity

Breast Cancer Now's trustees should:

5.1 Not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role

5.2 Avoid actual impropriety, and should avoid any appearance of improper behaviour

5.3 Avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment

6. Objectivity

6.1 In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Breast Cancer Now's trustees should ensure that decisions are made solely on merit

BOARD OF TRUSTEES CODE OF CONDUCT

7. Accountability

Breast Cancer Now's trustees:

7.1 Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the charity

7.2 Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to the scrutiny appropriate to their role

7.3 Should not represent the charity to the media without express permission to do so, and should receive proper briefing from the appropriate team beforehand

8. Openness

Breast Cancer Now's trustees should:

8.1 Ensure that confidential material, including material about individuals, is handled in accordance with due care and data protection legislation

8.2 Be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands

9. Honesty

Breast Cancer Now's trustees:

9.1 Have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise

9.2 Must report and record any conflicts of interest in compliance with Charity Commission guidelines, the charity's Conflicts of Interest Policy, and any relevant legislation

10. Leadership

Breast Cancer Now's trustees should:

10.1 Promote and support the principles of leadership by example

10.2 Maintain the board's strategic focus, respecting the role of the chief executive and senior leadership team to lead and manage the charity. There will be circumstances under which trustees will be working directly with the charity's staff. In some cases these will be small requests, but where these are significant areas of work, guidelines for such working relationships must be clear to staff and trustees and, when these occasions arise, the chief executive and chair must be consulted in advance

THANK YOU

We look forward to your application



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