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YBTC Trustee Information Pack

Thank you for your interest in becoming a Trustee of the Board of Yorkshire's Brain Tumour Charity (YBTC). We hope that the following information and our website www.yorksbtc.org.uk give you a good introduction to YBTC and to the roles we are recruiting for.

If you have any additional questions or would value an informal conversation please email our Chair of Trustees, Bev Foster: chair@yorksbtc.org.uk.

About YBTC

Yorkshire's Brain Tumour Charity (YBTC) was established in 2003 to fund innovative research into the diagnosis and ultimately the cure of brain tumours.

Formally known as Andrea's Gift and later Brain Tumour Research and Support Across Yorkshire (BTRS), our remit is now threefold:

- To provide support for patients whose lives have been affected by a brain tumour diagnosis and their families.
- To fund research into paediatric and adult brain tumours. All research shall be carried out within Yorkshire's hospitals and universities and written up for publication.
- To supply special grants for people in financial difficulty because of a brain tumour diagnosis.

YBTC is Yorkshire's leading brain tumour charity, offering a holistic service across the region to all brain tumour patients, both adults and children alike, as well as their families and carers, through support and research. We are committed to giving support to those in need throughout the challenges they face when diagnosed with a brain tumour, this includes support groups and counselling, as well as telephone and email clinics, advice and guidance; a complimentary service that supports the NHS pathway for brain tumour patients.

Every day someone in Yorkshire is told they have a brain tumour.

In fact, an average of 1000 people a year are diagnosed across Yorkshire, 10% of those are children, with a steady annual increase being seen in paediatric tumours across our region. Today brain tumours are the biggest cancer killer of people under 40.

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charity!



Despite our best efforts, there has not been one single piece of successful research that tells us what causes brain tumours or how we can improve treatments for this disease.

There has been no change to the gruelling surgery, radiotherapy and chemotherapy approach for the last 40 years. Upon diagnosis with a high-grade brain tumour a person's average lifespan is 15-18 months; the lack of funding and research into the treatment of aggressive malignant brain tumours means, shockingly, that survival rates are no better than they were 40 years ago.

Here at YBTC we want to change these statistics with your help

We are wholly reliant on donated income. We maintain an annual calendar of fundraising events, pride ourselves on the support we provide to our community and corporate fundraisers and we have established our first charity shop to further benefit our cause.

YBTC have plans to develop the reach and services offered across the Yorkshire and Humber area, as well as increasing income and awareness too. By joining our Board of Trustees you can help to lead YBTC forward to achieve our aims across the region.

Ellie was diagnosed with a brain tumour at 11 years old, losing her battle at the age of just 14. The family continue to fundraise in her name towards support and brain tumour research.

“BTRS have been a lifeline for me and my family. Ellie did everything she could throughout her illness to raise funds to fight this awful disease. Research is absolutely vital to improve survival for children and adults facing this situation in the future.” – Ellie's Mum



Trustee role and expectations

A Trustee at Yorkshire's Brain Tumour Charity is accountable for:

- Ensuring we are carrying out our purposes for the public benefit
- Ensuring we are complying with our governing document and the law
- Ensuring we are acting in our charity's best interests
- Managing our resources responsibly
- Acting with reasonable care and skill
- Ensuring our charity is accountable

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- Planning what we will do and how we will achieve it

The role is very responsible and should not be entered into lightly. But whilst a trustee position is a serious one the role of a trustee is also incredibly rewarding, especially at a small charity such as YBTC. We very much welcome our Trustees getting involved! Current board members take part in our fundraising, attend our awareness events, volunteer in our shop and take part in our regular lab tours, where we open our research doors to our supporters. There are many ways we would encourage you to be involved on a day to day basis as well as at the quarterly Board Meetings.

You must be 18 years old or over to apply to be a Trustee at YBTC, there is no upper age limit.

You must not act as a trustee if you are disqualified under the Charities Act. This includes if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

Person Specification

YBTC will work to ensure that its Trustee Board has the right skills and experience to lead the charity effectively.

The Board is specifically looking for:

- A strong track record of achievement in the applicant's chosen field
- Governance and/or management experience at Board or senior level
- An interest in and commitment to leadership development

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Personal Competencies

YBTC Trustees are expected to demonstrate the following personal competencies and have the capacity to apply these to the strategic development of a regional charity.

Commitment

- Ability to understand and accept the duties and liabilities of being a charity Trustee
- Empathy with the vision, mission and strategic development of YBTC
- A willingness and ability to devote the necessary time and effort

Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Willingness to listen and learn

Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work effectively in a group
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately

Accountability

- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information

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Skills and Experience

The knowledge, skills and experience in the list below are relevant to YBTC's main areas of activity, and they are represented across YBTC's staff, who apply them at an operational level.

YBTC is looking for Trustees who have the knowledge and understanding to maintain these activities at a strategic level within the charity, and who can contribute well informed views, constructive challenge and a commitment to best practice. YBTC would expect each Trustee to be able to do this in at least one of the areas below. A Trustee's ability to contribute in this way will often, but not always, draw on professional and/or practitioner experience at a senior level.

Management

- Strategic leadership and management within a small/medium sized business or charity.
- An area of expertise relevant to YBTC such as charity law, strategic development or project management.

Stewardship and Governance

- Trusteeship in a similar size or larger organisation, together with implementation of best practice in UK.

Specialist Expertise

- Secretarial Administration to a Board of Trustees
- Charity Finance
- Fundraising
- Charity Retail or Operations
- Research Funding (a knowledge of AMRC would be useful)
- Patient Support & Service provision
- Patient Experience
- Parent of a Patient Experience
- Health & Safety
- Legal
- IT
- PR, Marketing & Communications

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Time Commitment and Remuneration

It is envisaged that new Trustees would take on the role for an initial period of three years. This would then be reviewed and by agreement of the rest of the Board and the Trustee under review, a further three-year term could be served.

Board Members are encouraged to take the role of Chair and Deputy Chair for a minimum period of 1 year and a maximum period of 3 years. These roles will be alternated by Board Members.

The Board of Trustees generally meets in an evening, 4 times a year, in Leeds. One of these meetings is the Annual General Meeting. Standard meetings typically last 2 hours. There may also be an ad hoc away day added as required. *(Online meetings have been taking place during the pandemic and may continue for a while).*

Board Members are expected to prioritise attendance at all meetings.

As with most trustee roles this one is not remunerated, but reasonable out of pocket expenses will be reimbursed.

Recruitment Process

All trustee vacancies will be advertised for a minimum period of three weeks on the YBTC website. Opportunities will also be advertised in our shop, No. 31 and on social media. Current trustees and staff members will be asked to share the vacancy with appropriate contacts.

All applicants will be asked to complete and return an application form, along with their current CV. Details are requested for two referees but they will not be contacted in advance and without your prior knowledge and consent. Please submit your completed application and CV to Marie Peacock, Chief Executive Officer: marie@yorksbtc.org.uk or by post to: Marie Peacock, YBTC, 31 Otley Road, Headingley, Leeds LS6 3AA.

YBTC is committed to equal opportunities and is an inclusive charity. If you require any support in making your application please advise us and we will look to make reasonable adjustments.

Applications will be shortlisted by the CEO and Chair (or Deputy Chair) of Trustees and checked for suitability e.g. not disqualified from being a trustee. Potential conflicts of interest will be identified and will be discussed at interview.

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Interviews will take place for shortlisted candidates with **at least** two persons. All candidates will be asked the same questions and notes will be kept.

If you are successful, our Chair of Trustees will formally welcome you in writing to confirm your appointment. You will be required to sign a declaration of eligibility and responsibility and will be issued with an information pack that includes the YBTC governing document, charity policies and other essential information from the Charity Commission. You will also be invited to undertake an induction which will enable you to have an opportunity to meet the Charity Manager and the wider YBTC staff team, as well as meeting a service beneficiary.

Further reading

For further information regarding Trustee duties and responsibilities please visit the Charity Commission: www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

To look at our Charity Accounts please visit:

<https://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>

You can search for us by name or charity number in the "Charity Search" box.

Thank you for your interest in our charity, we hope to hear from you in due course.

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