



# Trustee Appointment Information Pack

## Board of Trustees

Arthritis Action is seeking to appoint up to 3 new trustees to join our Board. This pack of information is intended to provide interested parties with some background information on our Charity. It is also recommended that you familiarise yourself with our comprehensive website ([www.arthritisaction.org.uk](http://www.arthritisaction.org.uk)) where you will be able to access our latest financial statement.

If, having reviewed this pack, you have any unanswered questions, please contact Shantel Irwin, CEO, on 020 3781 7120 or [shantel@arthritisaction.org.uk](mailto:shantel@arthritisaction.org.uk).

Arthritis Action welcomes applications from all sections of the community. If you need any reasonable adjustments to the recruitment process, please let us know.

Date of issue of information pack: 25<sup>th</sup> October 2021



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## Introduction from Robin Nye, Chair of Arthritis Action

Dear Applicant,

Thank you for your interest in Arthritis Action, and I hope that the information given in this document will encourage you to apply to join our Board as a Trustee.

Although the charity was founded some 80 years ago, it is only really in the last 10 years that we have focused on empowering people with arthritis to take control of their condition and lead a more active life. With over 10 million people in the UK living with arthritis, this is an extremely ambitious goal but we continue to make an enormous amount of progress in communicating with an increasing number of those living with arthritis who are now benefitting from the self-management advice we offer.

Where the charity stands today was but a glimmer in the eye when I was appointed Chair in 2012. But, in the intervening years, we have built a wonderful team whose dedication and enthusiasm knows no bounds. Each member of our team is an important part of our ever-growing organisation and is fully committed to the achievement of our strategic goals.

Our Board of Trustees has a wide-range of skills covering business and finance, rheumatology nursing, sociology, IT and HR. Some of our Trustees are also CEOs of other charitable and membership organisations which provides us with an even broader range of skills. It is a committed and friendly board, and the Trustees work well together. We all have a deep-rooted desire to see Arthritis Action as the go-to charity for those who are living with arthritis.

We are now looking for people to join the Board who have complementary skills to those of the present Trustees and who have the time, vision and enthusiasm to help us make the most of this tremendous opportunity to continue with the development of the charity. In addition to applicants with professional experience in the NHS or in other musculoskeletal charities, we are keen to hear from people with marketing & communications experience, those who have been involved with fundraising & income generation, and those with experience of strategic planning, legal work and HR.

If you are ready for this exciting challenge and you have the experience, skills and passion to work with us to achieve our goals, we would be delighted to receive an application from you.

Robin Nye  
October 2021



## About Arthritis Action

Founded in 1942, Arthritis Action is the UK charity offering an integrated self-management approach, which helps address the physical and mental health symptoms of living with arthritis.

Arthritis is the most prevalent long-term health condition in the UK with over 10 million people living with the condition. It is the leading cause of pain and disability. With the NHS being increasingly over-stretched, especially during the Covid-19 pandemic, it is now more important than ever to introduce people with arthritis to the role self-management plays in improving their symptoms and quality of life.

### **Vision statement:**

Our vision is for people to live active lives, free from the impact of arthritis.

### **Mission statement:**

Our mission is to:

- Empower people with arthritis to take control of their condition and lead a more active life.
- Inform people of the best available evidence-based approaches for managing arthritis.
- Continue to offer a holistic self-management approach, looking at both the physical and mental impacts of living with arthritis.
- Help people gain the knowledge and confidence to manage their condition themselves and live life to the full.

### **Strategic Priorities:**

- To empower people living with arthritis to better self-manage their condition
- To reach more people across the UK who are motivated to lead a healthy lifestyle and self-manage the symptoms of arthritis
- To have a self-management approach that attracts referrals from healthcare professionals
- To raise awareness of the Charity and of arthritis and MSK conditions

The 2021 – 2023 Strategic Plan can be found at: <https://www.arthritisaction.org.uk/our-strategy/>



## **What is it like to be an Arthritis Action Trustee?**

On becoming a Trustee, you will be provided with a short induction training programme which will introduce you to the organisation. We will also provide some training on governance depending on your previous experience.

As a Trustee, you will be expected to attend up to 5 board meetings each year as well as being present at the charity's Annual General Meeting. Board meetings normally take place at our central London office starting at 17.00. Due to the detailed planning which we adopt for setting the agendas for these meetings, very few finish later than 19.00 which allows Trustees time to get home at a reasonable hour. Board papers are normally circulated some 5-7 days in advance of the meetings which gives time for preparation.

The AGM is part of a Members' Conference which starts at 11.00 and finishes at 15.00. It is also held at a venue in central London. It gives the Trustees and staff a chance to meet and talk to upwards of 100 members who attend on the day.

We have two committees (Finance & Risk and Remuneration & Nominations) which meet on 3 occasions each year. These meetings usually last for around 90 minutes and take place at our central London office during the working day. Both committees currently have a full quota of Trustee representation.

We try to organise at least one group session with the staff each year when we will spend a couple of hours discussing long-term strategy options after which we break for a social gathering so that Trustees can get to know members of the team.

Finally, there will be contact between Trustees and the CEO and/or the Executive Management Team at times when specific help and advice is required. This often helps Trustees to keep abreast of the issues which the charity is dealing with and helps management to ensure that they are getting the best advice about strategy implementation.

Trustees are elected by members at the AGM for a period of 3 years which can be renewed every 3 years as long as the Trustee wishes to continue in the role. There is a Trustee appraisal system which the Chair carries out annually.

The role of Trustee is not considered to be onerous and, indeed, many of our Trustees are in salaried employment. They are, however, still able to find the time to attend meetings and liaise with the CEO and the management team as required. Classically, you can put as much of your time into being a Trustee as you want to in order to derive the maximum amount of personal reward.



## Trustees' Role

Arthritis Action is a registered charity, and company limited by guarantee, whose directors are the members of the Board of Trustees.

The Board of Trustees is the ultimate decision-making body of Arthritis Action, and around half of the Board also serve as members of committees or working groups which report to the Board.

The Board of Trustees is committed to continually improving its governance of the Charity, and meets as a whole on a minimum of five occasions in each calendar year. For efficient operational purposes, the Board of Trustees is also sub-divided into two working Committees - the Finance & Risk Committee and the Remuneration & Nominations Committee.

Trustees are also Members of Arthritis Action.

**We are currently looking for trustees with access to an established professional network, who can advise our growing organisation and support the delivery of our exciting new strategy.**

**In particular, we would welcome new trustees with the following specialisms:**

- **Marketing & Communication**
- **Fundraising & Income Generation**
- **Strategic Planning**
- **Human Resources**
- **Legal**

**We would particularly like to hear from individuals from under-represented or diverse groups.**

The role of the Trustee is to:

- Ensure that:-
  - you understand Arthritis Action's purposes and that you are able to explain how all of its activities are intended to further or support its purposes;
  - the Charity pursues its purposes and objectives, as defined in its Articles of Association, and does not apply its resources on activities which are beyond the scope of its purposes and objectives;



- the Charity complies with charity law, company law and any other relevant legislation or regulations;
  - a high standard of governance is maintained at all times;
  - the Charity complies with statutory accounting and reporting requirements and is appropriately accountable to members, the Charity Commission and other stakeholders; and
  - the Charity's values, principles and good name are upheld in the delivery of its purposes and objectives.
- Act in the best interests of the Charity, its members and its stakeholders at all times, and either avoid or declare potential conflicts of interest.
  - Work with fellow Trustees to:-
    - set the Charity's overarching vision;
    - shape and drive the Charity's strategy; and
    - ensure that the Charity remains focussed on achieving its strategy by setting targets and evaluating performance against these targets.
  - Devote sufficient time to prepare for and participate fully in board meetings, committees or ad hoc working groups.
  - Contribute actively in leadership and decision making of the Charity, by making balanced and adequately informed decisions with due regard to the long term as well as the short term.
  - Ensure efficient and effective management and administration of the Charity, including establishing internal accountability and making sure that appropriate policies and procedures are in place.
  - Safeguard the Charity's assets and resources and ensure the financial stability of the Charity.
  - Use any specific skills, knowledge or experience you have to help the Board of Trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which you have expertise.
  - Maintain confidentiality in respect of all sensitive information.
  - Identify and manage risks with a considered, proportionate and balanced approach.



- Appoint and support Arthritis Action's Chief Executive and monitor their performance.
- Promote the work of Arthritis Action externally.

### **PERSONAL ATTRIBUTES**

Each trustee must have:-

- a commitment to the organisation and its vision.
- integrity.
- strategic vision.
- good, independent judgement.
- an ability to think creatively.
- an ability to work effectively as a member of a team and take sound decisions for the good of Arthritis Action, based on an analysis of available information.
- a willingness to speak your mind whilst remaining independent of any influence from another organisation or individual.
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity.





## Recruitment Process and General Information

**Eligibility** – See page 12 for full details of eligibility.

### **Remuneration**

Unpaid – travel and subsistence reimbursed in line with Arthritis Action’s policy.

### **Time commitment**

The basic time commitment for a Trustee is probably around 25 hours per annum. There will, however, be opportunities to devote more time to the charity if Trustees want to engage in providing more in-depth assistance to the CEO and the management team.

### **Making an application**

To apply, please send a CV and covering letter to Shantel at [shantel@arthritisaaction.org.uk](mailto:shantel@arthritisaaction.org.uk).

### **Recruitment panel**

Members of our Remuneration & Nominations Committee will shortlist and, subsequently, interview invited candidates.

### **Interview**

At interview, the Panel will ask questions about your experience and expertise to date, and will assess whether you meet the specified competencies. Those questions will require you to identify examples of when you have demonstrated these behaviours in your professional or personal life. You will also be given an opportunity to ask questions about the role and its responsibilities. It is currently planned that interviews will be held in London. In the event that travel is not possible, they may be held over Zoom.

### **Expenses**

You may claim travel expenses (standard rail, and tube or bus in London) for attendance at interview. A claim form will be included with the invitation to interview.

### **Outcome**

The Panel will recommend candidates to the Board for appointment.



## **Arthritis Action's Core Values Guiding Our Operations**

### **Community-oriented**

People are at the heart of everything we do. Being part of the Arthritis Action community enables people to enjoy the advice, support and friendship of others actively using self-management. Our Groups bring local communities together to share their experiences of living with arthritis, and learn hints and tips.

### **Impact-driven**

We focus on making a lasting difference to the lives of people with arthritis. Every day we are inspired to make an impact through our dedication, passion and hard work. We work closely with our members and wider community to achieve the best possible outcomes.

### **Practical**

We are the only UK charity giving hands-on, practical support to improve quality of life for people affected by arthritis. We offer healthy eating and weight management advice, therapies, exercise tips, and pain management techniques, to help people with arthritis manage their condition themselves, and live life to the full.

### **Personal**

Arthritis affects each of us in different ways. We provide individualised support to help people manage their physical and mental health. Each person can choose from our range of services to find solutions that work for them.

### **Informed by science**

We promote evidence-based approaches that help control arthritis symptoms and manage their effects through lifestyle changes. We work with experts in health, therapies and nutrition, all recognised by professional bodies, and follow the latest clinical guidelines, to ensure that we give the most up-to-date information about arthritis.



## **Disqualification from appointment and other conditions**

The Remuneration & Nominations Committee will not recommend for appointment anyone who:

- Has a criminal conviction or a caution (or the equivalent in any other jurisdiction) which is unspent under the terms of the Rehabilitation of Offenders Act 1974, nor who has an unspent sanction for contempt of Court.
- Has been found guilty of disobedience to an order of the Charity Commission for England and Wales under section 336 (1) of the Charities Act 2011.
- Is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (commonly known as being on the sex offenders' register).
- Is a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc Act 2010 or the Al Qaida (Asset Freezing) Regulations 2011.
- Is an undischarged bankrupt (or subject to bankruptcy restrictions or an interim order).
- Has been dismissed, other than by reason of redundancy, from any paid employment.
- Has been removed from the membership of any professional body, having been found guilty of a disciplinary offence, or had their membership suspended.
- Has had their licence to practise suspended or revoked through the fitness to practise arrangements of any regulator.
- Is disqualified from being a company director (as a result of an order under the Company Directors Disqualification Act 1986 or The Company Directors Disqualification (Northern Ireland) Order 2011) or is subject to an order under section 429(2) of the Insolvency Act 1986.
- Has been removed as a trustee, officer, agent or employee of any charity by the Charity Commission for England and Wales, the Scottish Charity Regulator, the Charity Commission for Northern Ireland or the High Court.
- Is disqualified from being a trustee by any provision of the Charities and Trustee Investment (Scotland) Act 2005.
- Is under the age of 16 years at the date of appointment Applicants who are resident in other countries will be asked to provide evidence that matches, as closely as possible, that requested of those who are resident in England, Wales, Scotland or Northern Ireland.

The Board expects its members and those of its committees and advisory groups to attend all meetings, other than in exceptional circumstances. Arthritis Action's operating procedures include provision to remove those who do not attend meetings regularly, without good cause.



## Diversity

Arthritis Action is committed to making appointments on merit alone using an open and transparent process.

The diversity of Arthritis Action's Board of Trustees reflects the Arthritis Action membership as a whole. We aim to offer equal opportunities for all irrespective of age, disability, gender identity, marriage or civil partnership status, parental status, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community, and we value differences.

## Privacy and data protection

Details of how we will use and manage data provided by candidates is at <https://www.arthritisaction.org.uk/policies/#DataProtection>. We will retain your data for no longer than three years after your appointment ends or for no longer than three years from the closing date for applications in the event that you are not appointed.

## Meeting schedule 2022

Whilst this list may be revised, the outline meeting structure may be helpful.

### Board Meeting Dates for 2022

Monday 7 <sup>th</sup> February	17.00 to 19.00
Thursday 28 <sup>th</sup> April	17.00 to 19.00
Thursday 14 <sup>th</sup> July	17.00 to 19.00
Monday 19 <sup>th</sup> September	17.00 to 19.00
Thursday 24 <sup>th</sup> November	17.00 to 19.00

### AGM & Members' Conference

Thursday 9 <sup>th</sup> June	11:00 to 15:00
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