



cureleukaemia

the blood cancer charity

Trustee Information Pack

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www.cureleukaemia.co.uk



Thank you for your interest in becoming a Trustee of Cure Leukaemia.

Cure Leukaemia was established in 2003 to give blood cancer patients rapid access to pioneering drug and transplant treatments by funding a network of specialist research nurses in major leukaemia centres to deliver world-class clinical trials. This highly effective delivery model has transformed the speed at which ground breaking clinical trials of new drug and transplant therapies can be assessed, and in the process, given patients for whom standard treatments have failed, access to potentially life-saving drugs.

To date, Cure Leukaemia's highly innovative model has:

Funded a network of specialist research nurses which have delivered more than 15 internationally significant trials.

Supported clinical trial delivery to more than 3,000 patients.

Leveraged over £30 million in free drugs from global pharmaceutical companies.

Funded pioneering collaborations between the United Kingdom and major Leukaemia centres in Europe and the United States.

Why become a Trustee?

Trustees play a significant role in shaping and leading our national organisation. In January 2020, Cure Leukaemia began a 3-year £3,000,000 commitment to funding the national Trials Acceleration Programme (TAP). This network comprising of specialist research nurses based in 13 of the UK's biggest hospitals, gives blood cancer patients from a catchment area of over 20 million people access to potentially lifesaving treatments through clinical trials. These trials are not currently available through standard NHS care for blood cancer. We value greatly the experience, expertise and commitment our Trustees bring, without remuneration and purely in the interests of the charity on an unpaid basis.

Being a Trustee offers you the opportunity to:

- use your skills and experience effectively
- improve personal networks
- develop new skills and knowledge
- Enhance the national awareness and impact of the charity
- get involved in the local community, and crucially;
- make a positive difference

Cure Leukaemia is currently looking to refresh, develop and further strengthen its Board of Trustees: this briefing pack is designed to help you participate fully in our selection and appointment process, and to provide you with all the information you need in order to understand how you meet the requirements of the role. We strongly advise that you read these notes thoroughly before making an application.

After reading this information, we hope you will feel encouraged to apply to become a Trustee and in doing so, give yourself an opportunity to make a significant contribution to our charity.

If you would like an informal and confidential discussion about becoming a Trustee, please contact Geoff Cousins (Chairman) or James McLaughlin (Chief Executive) via email: geoff.cousins@cureleukaemia.co.uk / james@cureleukaemia.co.uk

How much time is needed?

Trustees are appointed for a term of 3 years, and can be reappointed twice (to a maximum of 9 years). Each new trustee is appointed by a vote of the existing trustees during a board meeting.

Board meetings are held in Birmingham 4-6 meetings per year (e.g. Feb, May, August November, usually from 4-6pm on a weekday). There is a strategy / planning away day held annually. You may be asked to get involved in specific projects or areas of the business to give advice or make introductions as appropriate.

It is also possible to attend board meetings via Zoom/Teams if needed.

Role Profile

- to ensure the company observes the Articles of Association, charity and company law and other regulatory requirements
- to promote the organisation, its activities and assist with its fundraising activities
- Comply with governance guidelines issued by its regulators and see the advice of the regulators whenever there is doubt about their responsibilities
- oversee the efficient and proper use of funds
- develop and agree investment and financial strategies which reflect the needs of CL
- to approve the strategic Business Plan and to ensure sustainability of operations
- to provide guidance on new initiatives
- to safeguard the reputation of CL, and to act as an enthusiastic and well-informed ambassador for the organisation at all times

Person Specification: CL Trustees should possess:

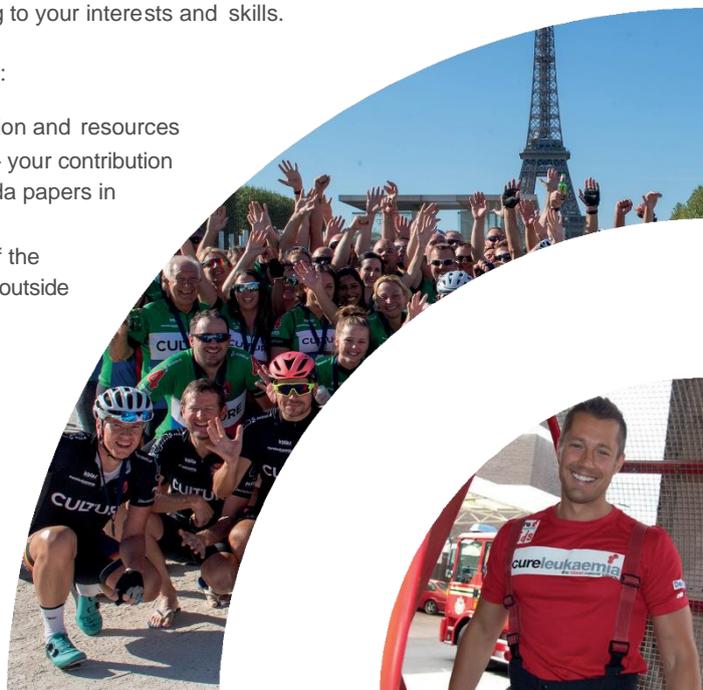
- commitment to contributing to the continued success of CL
- Awareness of regional trends and needs and how they link to national engagement strategies
- Strong networking skills with the ability to actively contribute to future funding initiatives
- Well-established and current professional networks
- An ability to think strategically, focussing on innovation
- A readiness and ability to maximise the commerciality of the organisation
- Effective communication and advocacy skills
- An ability to influence stakeholders and to respect other people's opinions

Your Contribution

Trustees are appointed onto this Board because they have something special to contribute to the charity due to their skills or experience in a particular area. Whilst you will not be expected to take on sole responsibility for your specialist area it is hoped that you will take on, and get involved in, a variety of matters according to your interests and skills.

In order to make an effective contribution to the Board you will be expected to:

- Become familiar with the vision, mission and strategic objectives, organisation and resources
- Be prepared for meetings and know the right questions to ask senior staff – your contribution as a Trustee will be far more effective if you take the time to read the agenda papers in advance of meetings
- Contribute to, accept and stand by decisions of the Board – deliberations of the Board are confidential; you should therefore not disclose details of them to outside parties.
- Support the staff – the senior staff will look to the Board for support in their dealings with the stakeholders and also external parties such as the media, corporate organisations and the public
- Avoid conflicts of interest – there may well be occasions when your own business or personal interests conflict with those of the organisation. In these situations, Trustees should, at the very least, declare their interest and take no part in the decision making process



Equal Opportunities Statement

CL is committed to ensuring that, as far as is practicable, all employees, volunteers (referred collectively as 'workers'), job applicants and prospective Trustees, existing Trustees, service users and other people with whom we serve are treated fairly and are not subjected to unfair or unlawful discrimination.

This policy is not contractual, but sets out the way in which CL aims to manage equality and address diversity in the workplace.

Our policy is designed to ensure that current and potential workers are offered the same opportunities regardless of a protected characteristic (age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation) or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers, either directly or indirectly, as a result of unlawful discrimination. This extends beyond the individual's own characteristics, to cover discrimination by association and by perception.

We have recently become early adopters of the RACE Equality Code 2020 demonstrating out commitment to diversity and inclusion in the broadest sense as an integral part of our strategic framework.

We recognise that an effective Equality and Diversity Policy will help all workers to develop to their full potential, which is clearly in the best interests of both our staff and CL. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

How to Apply

For a confidential discussion about the role please contact Geoff Cousin (Chairman) or James McLaughlin (Chief Executive) via email: geoff.cousins@cureleukaemia.co.uk / james@cureleukaemia.co.uk

To register an expression of interest to become a Trustee of CL, please submit the following documents to geoff.cousins@cureleukaemia.co.uk / james@cureleukaemia.co.uk

- Cover Letter highlighting your motivation for the post and relevant experience
- Up to date CV
- Completed Equal Opportunities monitoring form
- Trustee Declaration form – required on confirmation of successful appointment All applications must be received no later than Friday 6th August 2021. Interviews will take place week commencing 23rd August 2021

Trustee Declaration

An individual is 'a fit and proper person' if they ensure, or are likely to ensure, that charity funds and tax reliefs are used only for charitable purposes.

In signing a declaration like the one below you are confirming that you will ensure that funds are used for charitable purposes and also disclosing certain information about your past that may impact on whether or not you are indeed 'a fit and proper person'. When a charity notifies HMRC of certain new managers, HMRC cross-checks that person's details against any information it has and will raise any concerns it has if there is anything to indicate the person may misuse the charity funds and tax reliefs. Factors that may lead to HMRC deciding that an individual manager is not a fit and proper person include where:

- the individual has been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- HMRC has knowledge of the individual's involvement in attacks against, or abuse of, tax repayment systems
- the individual has used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- the individual has been involved in designing and /or promoting tax avoidance schemes





Continuation of eligibility and responsibility: you also declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - » » have an unspent conviction for one or more of the offences listed here*
 - » » have an IVA, debt relief order and/or a bankruptcy order
 - » » have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - » » have been removed from being in the management or control of anybody in Scotland (under relevant legislation)
 - » » have been disqualified by the Charity Commission
 - » » are a disqualified company director
 - » » are a designated person for the purposes of anti-terrorism legislation
 - » » are on the sex offenders register
 - » » have been found in contempt of court for making (or causing to be made) a false statement
 - » » have been found guilty of disobedience to an order or direction of the Charity Commission

What do I need to do?

If you are confident you will do your best to ensure that charity funds and tax reliefs are used only for charitable purposes and do not need to disclose any information listed on the declaration then you should sign a declaration and give it to the charity. You also attest to the 'Continuation of eligibility and responsibility criteria'.

If you are confident you will do your best to ensure that charity funds and tax reliefs are used only for charitable purposes but you do need to disclose any information listed on the declaration then you should sign the declaration suitably amended - for example by crossing out the relevant bullet point - and provide details in the final box before you give the declaration to the charity. The charity will then need to decide what to do. You also attest to the 'Continuation of eligibility and responsibility criteria'.

If neither of the above applies you should not sign the declaration.

Declaration

Name of organisation in full
Name of individual
Role in the organisation