

## Role description: Trustee

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| <b>Role:</b>            | Trustee   |
| <b>Duration:</b>        | Retirement by rotation annually (in line with the articles of association), with the option of re-election  |
| <b>Term of tenure:</b>  | Two terms of three years each (i.e., a total of six years); in exceptional circumstances, the Board of Trustees may approve a third and final term of three years |
| <b>Time commitment:</b> | 10 days per year (including reading and preparation time for meeting; travelling to and attendance at meetings)   |
| <b>Remuneration:</b>    | Voluntary role, although reasonable travel and role-related expenses may be reimbursed  |

### About Cancer52

Cancer52 is a national organisation which has been in existence since 2007 and was registered as a charity in England and Wales in September 2017. It acts as a membership body for charitable and not-for-profit organisations working in the field of rare and less common cancers. Cancer52 currently represents nearly 100 predominantly small patient support group cancer charities united by their vision of seeing a better future for everyone affected by the rare and less common cancers, which account for more than half of all cancer deaths in the UK.

Cancer52 aims to promote improved diagnosis, treatment and support for those affected by rare and less common cancers. We work on matters that impact on the rare and less common cancer community – defined as all cancers outside the ‘big four’ of breast, prostate, lung and bowel. Current data shows that 46% of cancers diagnosed in the UK are rare and less common cancers, yet they account for 54% of cancer deaths.

### Overall purpose of the role of trustee

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation’s aims, objectives and goals in accordance with the charity’s governing documents, and legal and regulatory obligations and guidance. The Trustees are also the company directors of the organisation. The Board supports Cancer52’s work and provides mission-driven leadership and strategic governance.

Day-to-day management responsibility is delegated to the Chief Executive.

### Key relationships

Other Trustees, Chief Executive, representatives of Cancer52 member organisations, key influencers and opinion leaders within national healthcare/cancer policy and practice.

### Main duties and responsibilities

- To ensure that Cancer52 complies with its governing documents (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing documents.
- To ensure the organisation uses its resources exclusively in pursuance of its objects, and not for other activities.

- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability and solvency of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

#### **Other duties**

- To review outcomes of Cancer52's work and activities for the purpose of evaluating impact and regularly measuring the organisation's performance.
- To consider and approve the annual budget, audit/independent examination and material business decisions.
- To be informed and ensure that the charity meets all legal and regulatory requirements and responsibilities, including taking professional advice where necessary.
- To contribute to the annual performance review of the Chief Executive.
- To assist the Chair of the Board of Trustees and Chief Executive in finding other Board members.
- To work with the Chief Executive to ensure that Board decisions are carried out.
- To serve on committees or take on additional project work, as required.
- To represent Cancer52 to stakeholders and act as an ambassador for the organisation.
- To support Cancer52's fundraising efforts.

In addition to the above, each Trustee should use any specific skills, knowledge or experience they must help the Board of Trustees reach sound decisions. This may involve scrutinising Board papers, sitting on committees or task groups, 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: Trustee**

### **Composition of the Board – skills, knowledge and experience**

Cancer52 seeks to appoint and maintain a Board of Trustees/Directors with the following skills, knowledge and experience:

#### ***Knowledge and experience***

The Board of Trustees has determined that it is **essential** that the following knowledge and experience should be present within the Board as a whole:

- Personal experience of rare/less common cancer, as a patient/carer
- Senior management or board level experience within a rare/less common cancer charity or not-for-profit organisation
- Expertise or previous experience in financial or business management
- Experience of fundraising including trusts and grant making bodies
- Public relations knowledge or experience
- An understanding of how the NHS works as it related to cancer policy and practice
- Charity governance experience
- Relative scientific background, particularly molecular science.

In addition, it would be **desirable** for the Board of Trustees to have the following knowledge and experience:

- Experience and knowledge of the provision of cancer care as a healthcare professional
- Experience of human resources management
- Experience or knowledge of risk
- Knowledge of data analysis and epidemiology
- Experience or knowledge of policy implementation
- Ambassadorial experience
- Information Technology.

#### ***Skills and abilities***

- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative, and strategic thinking and vision.
- A willingness to speak their mind.
- Understanding and acceptance of the role of a Board of Trustees for a charitable organisation (including the legal duties, responsibilities and liabilities of trusteeship).
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the organisation.

#### ***Qualities***

- A passionate enthusiasm for supporting people affected by rare and less common cancers.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

***Additional matters***

- Member organisation representation on the Cancer52 Board of Trustees – at least two-thirds of the Board membership must be drawn directly from member organisations of Cancer52.