



# Information pack for members interested in becoming a trustee

Updated 8 Feb 2022

**The Haemophilia Society**

52B Borough High Street

London SE1 1XN

T: 020 7939 0780

E: [info@haemophilia.org.uk](mailto:info@haemophilia.org.uk)

W: [haemophilia.org.uk](http://haemophilia.org.uk)

**President:** Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland no. SC039732

A company registered in England and limited by guarantee. Registered Company No. 1763614

## Introduction

We are delighted you are interested in becoming a trustee of the Haemophilia Society (THS).

Each year there are seats available for election to the board. This is as a result of a trustee(s) having served their full time in office or being required to take a year off before standing for a third term of election.

A trustee's term of office runs for an initial 3 years, after which you may be re-elected for another 3 years. Following 6 years' service, trustees are required to take a year off, before being able to stand for election for a final 3-year term.

In order to be nominated for election, you simply have to be a member of THS.

All full voting members of THS (i.e. those aged 16 or over) are eligible to participate in the board of trustee election process.

Once elected to the board, trustees will be supportive of our mission and strategic plan.

Beyond that, we need a breadth of skills and experience across our trustees, but each individual trustee will bring their own abilities. We are also committed to diversity on our board, and welcome nominations from all back grounds.

If you would like to find out more about the current board and their back grounds, please visit here:

<https://haemophilia.org.uk/who-we-are/our-people/trustees/>

Each application requires a signed nomination form and a signed Conflicts of interest and trustee undertaking form. The forms and information pack detailing the roles and responsibilities of a Trustee can be found on the website at:

<https://haemophilia.org.uk/who-we-are/our-people/trustees/>

Or by contacting us on 020 7939 0780

Or email: [info@haemophilia.org.uk](mailto:info@haemophilia.org.uk)

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If you are interested in standing for election as a trustee, please return a complete set of nomination papers, signed by yourself and another member who is willing to nominate you to arrive at the charity's office by the agreed date.

The ballot for the election will take place between agreed dates in autumn 2022. Ballot papers will then be counted, and the results will be announced at the AGM.

## Overview

### Our Vision

Through our community, we find the freedom, opportunity and fun in life after diagnosis.

### Our Aims

- **To support each other**  
We understand each other. We offer advice and support from personal experience. Our growing community is there for each other because we're in it together.
- **To raise awareness**  
We rally together because every little thing we do makes a difference and gives hope to people living with a bleeding disorder.
- **To make a lasting difference**  
We influence and advocate on what matters to our community. Health and social care policy, access to treatment and much more.

### Our Values

**Empowering** - Informative and supportive - we help our members throughout their lives.

**Compassionate** - Approachable and inclusive - we put our members at the heart of everything we do.

**Resilient** - Inspiring and engaging, we deliver positive impact for our members and the community.

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## Board of trustees

Our board is comprised of seven elected trustees, one Honorary chair and up to four co-opted trustees. Elected trustees are elected by the members of the charity and announced at the Annual General Meeting (AGM). The rules of the election are set out in our constitution (known as the Memorandum and Articles of Association (M&A)). Co-opted trustees and the Honorary chair are appointed to the board under the same terms as elected trustees; they are appointed to ensure a diverse, skilled board.

Our Board of trustees currently meet 5 times a year, on weekdays (usually Wednesday afternoon) in London. Some board meetings will be held virtually and one board meeting a year may take place outside London. Annual board development is an essential part of a trustee's role. This takes place at the end of June, on the morning of the board meeting.

As THS is also a company, you are both a charity trustee and a company director. Your liability as a Company Director is limited to £1 as long as you act in accordance with your legal responsibilities.

### What do the Board of trustees do?

As a member of the board of trustees you bring your skills, knowledge and experience to:

- make sure that the organisation meets the needs of the people it was set up to support and fulfils its charitable objectives
- make sure that the organisation is open equally to everyone and that you do not discriminate against anyone
- ensure the organisation is accountable to its members and to the wider community
- make decisions about the organisation's objectives, policies and procedures
- work in partnership with the staff team to enable them to fulfil their roles
- ensure THS meets its legal responsibilities, including towards staff
- act in a fair and responsible way to any paid and unpaid staff
- make sure that money is spent properly and reassure any funders that decisions are being made by a responsible and effective board
- ensure the organisation has the resources - people, equipment, premises, insurances and finances - to fulfil its objectives

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- monitor how the organisation is performing
- take appropriate action when things are not going well
- represent the organisation at other meetings, forums etc.
- positively promote the organisation and its work.

Charity trustees have some additional legal responsibilities set out in Charity Law and Company Law. Other responsibilities include safeguarding, data protection, GDPR, health and safety etc. on which training is provided.

### **How does the board work?**

The board meets approximately every two months, generally during the afternoon in London. Meetings are minuted and the minutes approved at the subsequent meeting.

### **Sub-committees**

We have four permanent sub-committees:

- Finance and Risk
- Public Inquiry (PISC)
- Women's committee
- Governance committee

and one occasional committee – Nominations.

These committees allow a greater focus on these key strategic areas, away from the pressures of the full board meeting.

Finance and Risk looks at accounts, policies, procedures and human resources.

The Public Inquiry (PISC) committee looks at the work of the Infected Blood Inquiry, responding to inquiry requests for information and media responses. They will also make any quick decisions required by our legal team.

The Women's Committee meets to consider our work in relation to women and girls with bleeding disorders. The committee also has a working group, allowing a wider membership than the committee, to bring a range of expertise and views to its work.

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Nominations meet to consider major appointments such as the Chair and Chief executive.

Sub-committees always report back to the main board to approve any recommendations.

Sub-committees currently meet on a virtual basis.

### **What are my personal responsibilities?**

As a trustee you should always:

- attend meetings regularly and arrive on time, you are expected to attend 75% of meetings per year. We will do all we can to accommodate any special needs you have
- give apologies if you can't attend and pass on any relevant information to the Board
- work as part of a team and take an active part in meetings
- keep to the point in discussions
- support each other, listen to others and try not to interrupt
- be prepared to share responsibilities and information
- ask if you don't understand something or need more information
- carry out what you have agreed to do
- make sure that decisions are made in a democratic way and abide by the decisions made
- remember you are speaking on behalf of the board, not yourself, when you represent The Society
- be non-discriminatory and promote equal opportunities

The board of trustees operates on the basis of collective responsibility. This means that once a decision has been made, all trustees are required to abide by it, whether they agree with it or not. This duty continues following the expiry of any term on the board.

A resolution was passed by the board of trustees in March 2018 that 'No person who is a primary employee of a pharmaceutical company may become or remain a Trustee because the existence of potential or actual conflicts of interest could be damaging to the Charity'

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In July 2019 the board voted to adopt the Charity Governance Code for larger charities:  
<https://www.charitygovernancecode.org/en/pdf>

## **You as a trustee**

As a trustee you have the right to:

- be properly inducted to the organisation when you join
- meet the staff team and board
- Be informed about the current work of THS from annual reports, copies of the governing document, accounts and minutes of previous meetings
- be provided with the help you need to take a full part in the meeting such as travel and accessible venue
- receive training in the responsibilities of a board member
- receive the correct and up to date information in good time
- be consulted and have a full say in decision making.
- take credit for the work you and the organisation have done
- enjoy yourself!

Papers for meetings will be sent out by email approximately two weeks before the meeting, unless you require a paper copy. Trustees are encouraged to add anything to the agenda for discussion by contacting the Chair or Chief executive in advance.

Reasonable travel and other expenses are paid to trustees.

Should you wish to have an informal chat about standing to become a trustee, please contact the current Chair: [clive@haemophilia.org.uk](mailto:clive@haemophilia.org.uk)

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