



**Glasgow  
Children's  
Hospital  
Charity**

## **Trustee Information Pack**

June 2019



## TRUSTEE INFORMATION PACK

Dear Applicant

Thank you for your interest in the Charity's Trustee vacancy. We hope you find the following informative and helpful.

### About Us

#### Our Vision

"We raise funds to help those who work tirelessly to care for and nurture young lives at their most vulnerable; to invest in equipment, research and the continued improvement of facilities and services for families and children in hospital"

<b>Pride: <i>we care.</i></b>	We are proud ambassadors of the charity, and will carry out our work with conviction. It's not just a job; it's our privilege to be part of this special community of supporters, children and families.
<b>Enthusiasm: <i>we are inspired.</i></b>	We will enthusiastically approach each new opportunity, inspired by the resilience, hope and commitment of our supporters, patients and families. We are always looking up.
<b>Determination: <i>we are all in.</i></b>	We are determined to give our all, because we are dedicated to the children, families and staff we support. They deserve our best work.
<b>Unity: <i>we are one team.</i></b>	We respect and encourage each other. We can make an extraordinary impact when we work together with our colleagues, our supporters and the NHS.
<b>Integrity: <i>we do what we say we'll do.</i></b>	We promise to be honest, professional and respectful. We will never compromise the charity's reputation or our values, and will always act in the best interests of those we support.

### What We Do

Glasgow Children's Hospital Charity is an organisation committed to our vision that all children and young people who are treated at the Royal Hospital for Children, Glasgow have the best care and experience possible. We provide world class medical equipment and research, innovative play programmes and enhanced family resources

The charity also seeks to alleviate poverty in families whose children are treated at the above facilities and are experiencing financial hardship exacerbated by the health issues of their children.

The Charity's purpose is governed by its Articles of Association and the Board delegates operational management of the Charity to our executive team.

## **Our Impact**

Details of contribution and impact can be found at <https://www.glasgowchildrenshospitalcharity.org/our-impact>

Please also view our annual accounts and report at

[https://www.glasgowchildrenshospitalcharity.org/assets/000/000/047/GCHC\\_2018\\_FINAL\\_ACCOUNTS\\_original.pdf](https://www.glasgowchildrenshospitalcharity.org/assets/000/000/047/GCHC_2018_FINAL_ACCOUNTS_original.pdf)

## **Our Board**

Our Trustees offer their time, experience and networks for the benefit of the Charity. Their backgrounds can be found at <https://www.glasgowchildrenshospitalcharity.org/about-us/board-ambassadors>

We have a number of retirements during 2019 and, following successful recruitment and selection, your appointment will be ratified at our September 2019 AGM. Board members meet quarterly and, where appropriate, participate in Board Committees.

## **Trustee Recruitment**

*We are seeking to recruit new Trustees to help us achieve our ambitious strategic priorities. We are looking to make two new appointments that will strengthen and complement the skills and experience of our current Trustee Board and help us to progress our work to make a lasting impact on our children and their families.*

*Thank you for your interest.*

*Peter Watson  
Chair*

## **Role Profile**

Our Trustees will uphold and represent our vision and values in a personal and professional capacity and will come from a range of backgrounds and relevant experience.

The maximum number of Trustees is 16 and a term of office is three years with the option to serve for a further three years, therefore Trustees are able to serve for a maximum of six years. We are looking to recruit two Trustees with established and active professional and influential networks to further enhance the current GCHC Board. We are particularly interested in applications from the following areas:-

### **Finance/Accountancy**

### **Creative/Digital social media/marketing backgrounds.**

Whilst all applications are appreciated, we particularly welcome submissions from groups currently under-represented on our Board including women, people with disabilities, ethnic minorities and people aged under 35 years.

Glasgow Children's Hospital Charity is an Equal Opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process. Please contact us if you require any additional support to assist you in making an application.

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee.

In terms of time commitment, on average, a Trustee would be expected to undertake the following:-

- 4 x Board meetings held per annum (generally held in Glasgow)
- 1 x Board full day strategy session
- 1 x Annual General Meeting (usually held on same evening as the September Board Meeting)
- 1 x annual review meeting with Chair / CEO
- There is an expectation that Trustees will be members of one or more Board Committees. This duty will be discussed with the Chair during the Board selection process. There are four committee meetings per year.
- To represent the charity at various events throughout the year
- There is an expectation that Trustees will promote, attend and support various GCHC events throughout the year e.g. Annual Ball, Parliamentary Receptions, Launch of fundraising appeals etc.

We would suggest the average time commitment is 12 days over the calendar year.

Every effort is made by the charity to be as flexible as possible to accommodate Trustees when planning meetings.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.

### **General Statement: Being a Trustee**

The Charity is incorporated as a charitable company limited by guarantee and is therefore also controlled by company law and regulated by Companies House. In GCHC, the charity trustees and company directors are one and the same.

The principal governing document is the Articles of Association (Appendix A) which set out the established the objects and powers of the charitable company.

The responsibility of a Trustee is to direct the affairs of the Charity through efficient, effective and accountable governance ensuring that the organisation is solvent, professionally-run and that it acts in accordance with its aims and objectives.

Trustees are responsible and accountable for the overall strategic leadership and direction of the Charity, safeguarding the assets, reputation and ethos of the organisation and promoting its work. Trustees are expected to uphold our core values.

### **Duties as a Trustee**

As a responsible charity, we take best guidance in upholding our duties and responsibilities as Trustees. The following link provides a full overview <http://www.scvo.org.uk/running-your-organisation/good-governance/governance-roles-and-responsibilities/>

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. [Guidance for Charity Trustees](#).

Our Articles of Association also outline expected Directors' Duties.

## How to Apply

We hope that you have found the Trustee Pack informative and useful. For further information on the organisation and opportunities or to apply, please contact [marcellaboyle1@gmail.com](mailto:marcellaboyle1@gmail.com).

Please submit your CV, a one-page supporting statement (providing clear evidence of how you meet the requirements within the Role Profile and your motivation and aspirations for the role) and completed voluntary EO form.

## Data Protection Act 2018

Trustees should be aware that we are required to share your personal information (if appointed to the Board) in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)

## Recruitment Timetable

We have provided below a note of all the critical dates within this recruitment campaign which we hope will help you plan your diary:

Closing date for applications	8 July 6pm
Candidates will be advised of their application outcome	26 July
Open Sessions: Onsite visit to Royal Hospital for Children, hosted by Shona Cardle, CEO	27 June 2019 11 July 2019
Interviews with our Selection Panel	22 / 23 August 2019
Recommendation to Appoint to the Board Candidates will be advised on appointment process	2 / 3 September (tbc)
Board Induction Process begins including Disclosure Scotland check	w/c 9 <sup>th</sup> Sept 2019
Board Meeting and AGM	24 September 2019

