



Supporting children and families who are facing loss and surviving bereavement

Edward's Trust,
3, Vicarage Road,
Edgbaston
B15 3ES
0121 4564838
www.edwardstrust.org.uk

Dear Applicant,

Application to become a Trustee of Edward's Trust

Thank you for expressing an interest in becoming a Trustee of Edward's Trust. I enclose an application pack which explains the roles and responsibilities of Trustees, the procedure involved and the link to an application form. Do complete and email to frgoldstraw@gmail.com.

Your application will be considered at the next Trustee meeting and for those applicants shortlisted there will be an informal meet the Trustees event via zoom on Tuesday 13th April at 5pm with interviews scheduled for the following week.

We hope after reading this pack you will consider bringing your skills to the team as we move forward in our vision together to provide greater support to bereaved families in the West Midlands.

If there is anything else you wish to discuss, please do not hesitate to contact me. I am happy to be contacted on my mobile: 07904 310528 or by email: frgoldstraw@gmail.com

Yours sincerely,

Fiona Chamberlain

Chair of Trustees



[This page is intentionally blank]



Could you be a TRUSTEE for Edward's Trust?

Supporting children and families facing loss and surviving bereavement

Trustee Application pack



3 Vicarage Road Edgbaston, B15 3ES.
Registered Charity Number 1105370
www.edwardstrust.org.uk



[This page is intentionally blank]

Join our team of Trustees

Your role as a Trustee

Trustees play an essential and important role in the governance of Edward's Trust. As a trustee of Edward's Trust, you are a member of our Governing Board and are therefore responsible for the general management of the administration of Edward's Trust.

We are at a positive point in the work of the charity so it is an exciting time to join us. Over the last 5 years, our team has expanded and we have 18 members of staff including adult counsellors, children & young people counsellors, wellbeing therapists and a play therapist.

This enables us to support an average of 2000 bereaved families each year through a varied range of support including counselling, wellbeing therapies, play therapy, day retreats, support groups and social activities.

We have a strong, dynamic fundraising team and in 2020 raised over £600k through various fundraising events, individual fundraisers, corporate giving and funding bids. 2020 was a challenging year with the pandemic and we are thankful to our staff and supporters for their dedication and commitment which enabled us to continue with our work.

Our History

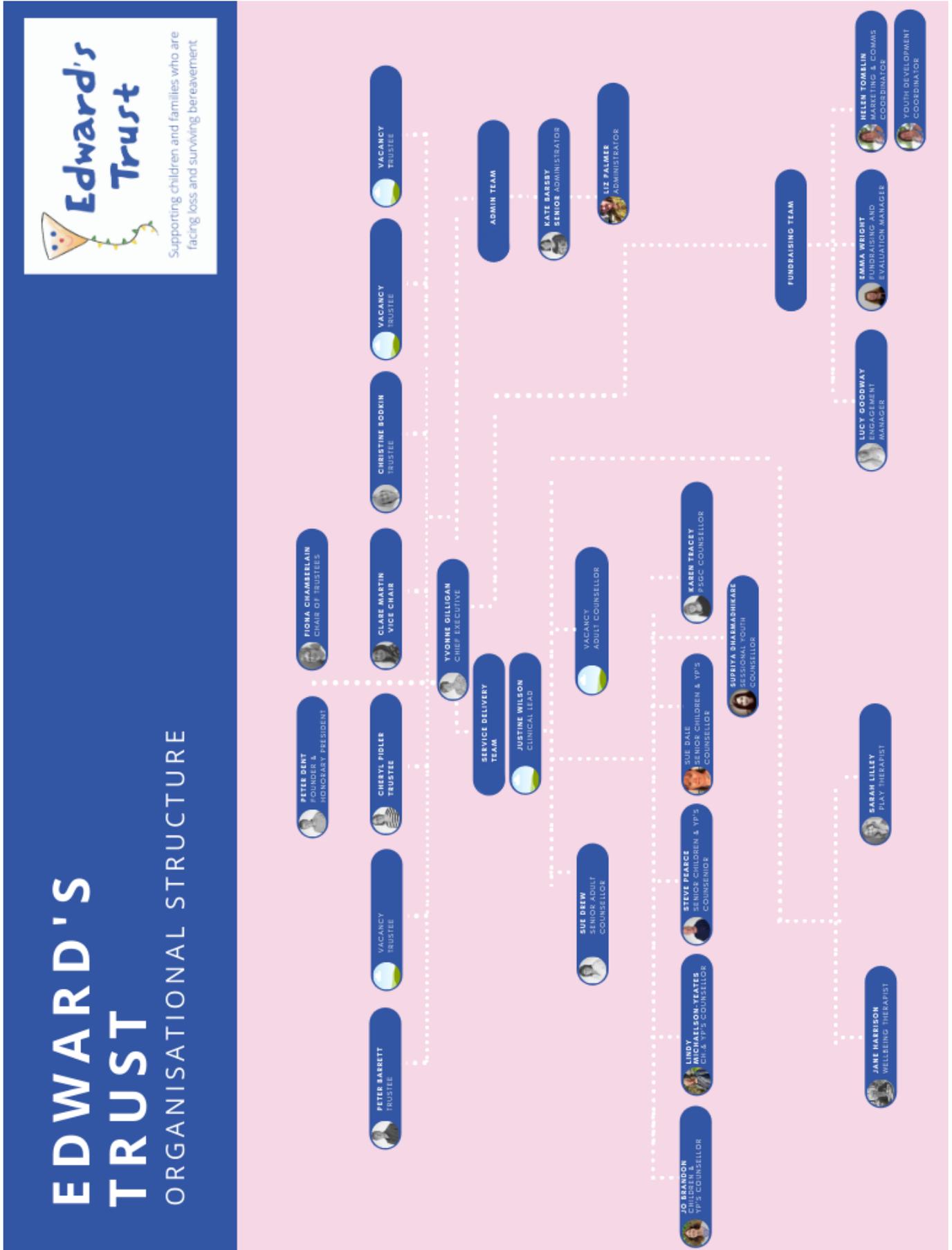
The starting point for an organisation's story is rarely the point at which it actually begins. Edward's Trust officially became a registered charity on 10th March 1989 but the idea of establishing a charity to support families who have children with life threatening illnesses goes back almost to when Edward was first diagnosed with a Wilm's Tumour, a rare form of cancer, in August 1987. Edward Dent was just seven and a half years old when he died on 29 July 1988. Edward's name lives on as a registered charity, supporting bereaved families and those facing bereavement.



You can read more about our work on the website www.edwardstrust.org.uk or by reading a copy of our digital magazine, [The Kite](#).

We also have an active presence on Facebook, Twitter, LinkedIn and Instagram.





Statutory duties Statutory duties are specific, legal or regulatory requirements affecting trustees or a charity. Individually, as a Trustee of Edward's Trust, and collectively, as a Board of Trustees, you must comply with these requirements.

Trustee responsibilities

Trustees have and must accept ultimate responsibility for directing the strategic direction of Edward's Trust, and ensuring that it is delivering the charitable outcomes as defined in our Memorandum of Association.

Principles of Good Governance

Good governance is a vital part of how Edward's Trust operates and is held accountable. As a member of our Governing Board, good governance is a vital part of your role as a trustee.

In July 2017, a third edition of *Good Governance: A Code for the Voluntary and Community Sector* was published (the first Code was published in 2005 as a living document). The Code arose from needs expressed by the Voluntary and Community Sector and has been developed by and for voluntary and community organisations. The six principles are outlined below as they relate to Edward's Trust.



The purpose of these principles is to assist you, as Trustee Board Members, to provide strong leadership, enhance your decision making and demonstrate your accountability. This will in turn benefit those people and causes for whom Edward's Trust has been set up to support.

Underlying each principle is the additional principle of equality ensuring diversity and equality of treatment for all sections of the community. This is fundamental and an essential element of all six principles.

The Principles—a summary

An effective board will provide good governance and leadership by:

1. understanding their role
2. ensuring delivery of organisational purpose
3. working effectively both as individuals and a team
4. exercising effective control
5. behaving with integrity
6. being open and accountable

1. Understanding your role

As a member of the Board of Trustees, you will understand your role, both as an individual and collectively as a Board, in relation to:

- Your legal duties
- The provisions of the governing document (that is, the Memorandum of Association of Edward's Trust)
- The external environment
- The roles and responsibilities of Edward's Trust staff
- Overseeing the strategic direction of Edward's Trust
- Championing the Trust's vision and values

2. Ensuring delivery of organisational purpose

As a Board of Trustees, you will ensure that Edward's Trust delivers its stated purposes or aims by:

- Ensuring organisational purposes remain relevant and valid
- Developing and agreeing a long-term strategy and ensuring effective implementation and on-going review
- Agreeing operational plans and budgets
- Monitoring income and expenditure against budgets
- Reviewing and/or amending the plan and budget as appropriate



3. Working effectively both as individuals and a team

The Trust has a range of appropriate policies, practices and behaviours to enable both you as individuals and as a board to work effectively. These will include:

- Finding and recruiting new board members to meet the changing needs of Edward's Trust in relation to skills, experience and diversity
- Providing suitable induction for new board members
- Providing all board members with opportunities for training and development according to their needs
- Periodically reviewing your performance both as individuals and as a team

4. Exercising effective control

As the accountable body, you as the Board of Trustees will ensure that:

- Edward's Trust understands and complies with all legal and regulatory requirements that apply to it
- Edward's Trust continues to have good internal financial and management controls
- The Board regularly identifies and reviews the major risks to which Edward's Trust is exposed and has systems to manage those risks
- Delegation to sub-committees, staff and volunteers works effectively and the use of delegated authority is properly supervised

5. Behave with integrity

You, as the Board of Trustees, will:

- Act according to high ethical standards
- Identify, understand and manage conflicts of interest and loyalty
- Maintain independence of decision making
- Safeguard and promote the reputation of Edward's Trust



6. Being open and accountable

You, as the Board of Trustees, will lead Edward's Trust in being open and accountable, both internally and externally. This will include:

- Open communications and information for people about Edward's Trust and its work
- Appropriate consultation on significant changes to the Trust's services or policies
- Listening and responding to the views of supporters, funders, beneficiaries, service users and others with an interest in the work of Edward's Trust
- Handling complaints constructively and effectively
- Considering the Trust's responsibilities to the wider community; for example its environmental impact

7. Compliance — you must:

- Ensure that Edward's Trust complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that Edward's Trust prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that Edward's Trust does not breach any of the requirements or rules set out in its governing document (that is, its Memorandum of Association) and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of Edward's Trust
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

Other responsibilities and duties

In addition to the statutory duties and Principles of Good Governance, a number of other responsibilities and duties are included within your role as a Trustee. These are outlined below.

Board meetings — we expect all Trustees to:

- Attend all Board meetings, the annual Board of Trustees' Training/Away Day, and other appropriate appointments at Edward's Trust. Anyone unable to attend would be expected to give apologies in advance
- Prepare fully for all meetings by reading papers
- Actively engage in discussion in meetings, contributing in a considered and constructive way



Advocacy — you will:

- Be an ambassador in the community on behalf of Edward's Trust

Behaviour and relations with others — we expect all Trustees to:

- Abide by our Code of Conduct, Conflict of Interest Policy and GDPR Policy
- Respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open

Understanding our Board of Trustees

Our meetings

The Board of Trustees meets six times a year, usually at the premises of Edward's Trust (3, Vicarage Road, Edgbaston, Birmingham B15 3ES). We are currently meeting remotely due to COVID19. We also hold one training or away day annually.

We aim to ensure that all dates for meetings are specified at the beginning of each calendar year but, at the very minimum, we give 14 days' notice in writing of the meetings of the Board.

To form a quorum (that is, the minimum number of trustees who must be present for the meeting of the Board to be properly constituted), one third of the total number of Trustees are required.

The time commitment for your involvement on the Board of Trustees will be around 25-30 hours annually (including meetings, events, calls and actions). Each Board Meeting is scheduled for 2 hours.

The composition of our Board

Boards of Trustees are made up of people from all walks of life and our Board is no exception. A diverse Board should reflect a broad range of skills, knowledge and experience. When recruiting new trustees, we seek to increase the diversity of our Board.

We come from many different backgrounds and have had many different experiences, and are all united by our wish to create positive change for the families we support.

We are committed to enhancing the diversity of our Board, particularly in terms of the representation of our staff and families. Our trustee roles are open to those of any gender, and we welcome candidates from any and all backgrounds who think they have the required skills and can contribute as a trustee. We would like to particularly encourage those from black, Asian and minority ethnic backgrounds to apply to bring fresh perspectives through their lived experience.

Formal roles within our Board

Board Chair

All Board meetings will be chaired by the Edward's Trust Board Chair, who will be elected by and from the Trustees of the Board every three years.

The Board Chair:

- Oversees all Board meetings
- Works in partnership with the Company Secretary to make sure Board resolutions are carried out
- Calls special meetings if necessary
- Assists in preparing the agenda for Board meetings
- Assists in conducting the induction of new trustees
- Assists in the recruitment of new trustees
- Periodically consults with trustees on their roles and helps them to assess their performance
- Acts as a spokesperson for Edward's Trust
- Works closely and in partnership with the Vice-Chair of the Board and the CEO of Edward's Trust

Company Secretary

The Companies Act requires that all limited companies have a Company Secretary. Edward's Trust Ltd is registered in England & Wales under company number 3487577. As such, the Company Secretary has duties set out in company law to ensure the Trust's compliance with our own governing document, charity law, company law and any other relevant legislation or regulations.

Sub-committees

The Board may from time to time appoint sub-committees if we deem these necessary. These subcommittees function according to our direction and report to the Board

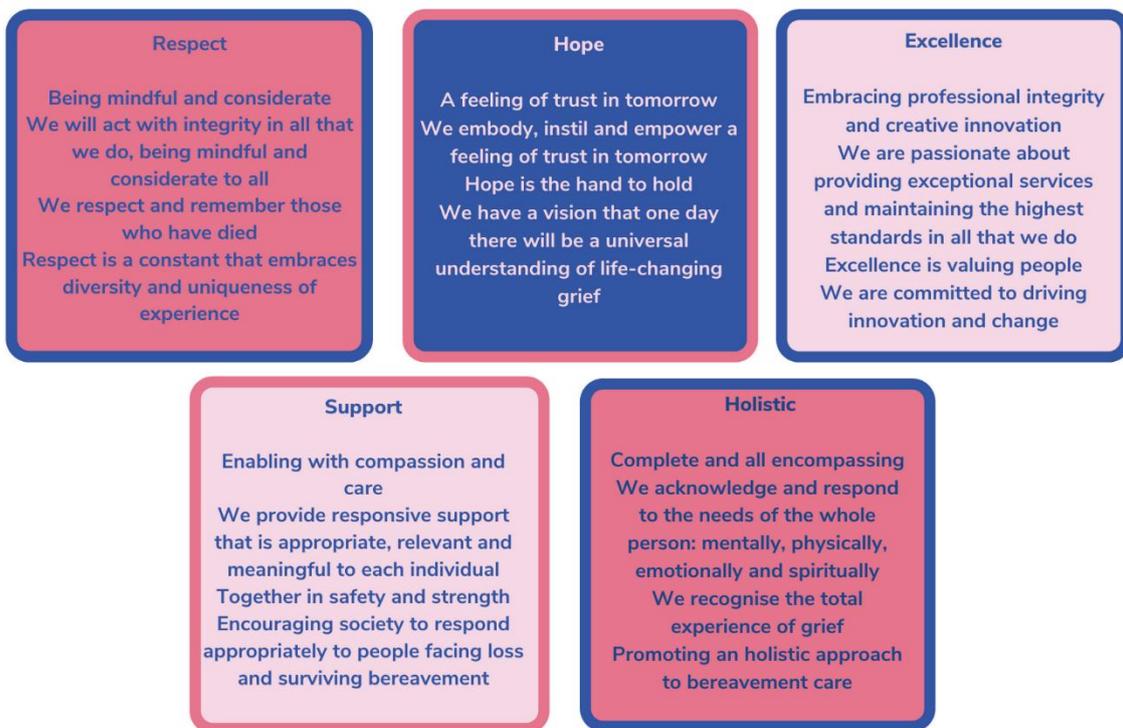
Code of conduct for Edward's Trust Trustee Board Members

Throughout life, both personally and professionally, we are constantly faced with new challenges and new opportunities. Even within a framework of relevant laws, regulations and policies, grey areas can exist and it is not always clear how we should behave in certain situations or where the boundaries of acceptable conduct lie. A code of conduct ensures that standards of behaviour remain high.

At Edward's Trust, our code of conduct is defined by two elements: our own values and the Seven Principles of Public Life. Individually, as a Trustee of Edward's Trust, and collectively, as a Board of Trustees, you have a responsibility to abide by these values and principles.

Information on the 7 principles of public life can be found [here](#).

Our values



Conflict of interest policy

Legally, trustees must act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

In accordance with the Principles of Good Governance, the Seven Principles of Public Life and our Conflict of Interest Policy, trustees also have a duty to declare any private interests relating to their role as a trustee, to understand and manage conflicts of interest and loyalty, and to take steps to resolve any conflicts arising in a way that protects both Edward's Trust and the public benefit.

Whenever a member of the Board of Trustees has a personal interest in a matter to be discussed at a meeting of the Board of Trustees or a sub-committee, the member concerned must:

- Declare an interest at or before discussion begins on the matter
- Withdraw from the meeting for that item unless expressly invited to remain in order to provide information
- Not be counted in the quorum for that part of the meeting
- Withdraw during the vote and have no vote on the matter

General Data Protection Regulations (GDPR)

The GDPR Policy came into force on 25th May 2018. The Act governs the collection, retention, use and transmission of information about living individuals and the rights those individuals have to see this information. The Act covers personal information in both electronic form and manual form (e.g. paper files, card indices) if the information is held in a relevant, structured filing system.

As part of its obligation, Edward's Trust, on an annual basis, informs the Information Commissioner's Office of the purposes for which personal information is processed together with the types of individuals who are the subject of the data (data subjects), the types of data being processed (data classes), the individuals or organisations to which Edward's Trust does or intends to disclose data and the countries to which, if any, the data is transferred. Our registration number is Z5106887 and further details of the Data Protection register entry be found on the Information Commissioner's website at this [link](#).

Edward's Trust has a GDPR Policy which is updated annually.

Applications

Thank you once again for your interest in becoming a Trustee of Edward's Trust and if these feels like a good fit for you and your skills and experience, we look forward to receiving your application. The application form is here; <https://edwardstrust.org.uk/wp-content/uploads/2021/03/ET-Trustee-Application-form.docx>

Your application will be considered at the next Trustee meeting and for those applicants shortlisted there will be an informal meet the Trustees event via zoom on Tuesday 13th April at 5pm with interviews scheduled for the following week.

Please send your completed application form to frgoldstraw@gmail.com by Thursday 8th April at 12pm.