



SIA Candidate Pack Trustee



Dear candidate,

We are delighted you're considering applying to be a trustee (board member) for the Spinal Injuries Association (SIA). We hope you find the information included in this pack helpful in supporting your decision.

The role of a board member is an invaluable role. The board is the ultimate governance body for SIA, being responsible for our strategy, finances and statutory responsibilities. On behalf of SIA's members, partners and everyone who the charity serves and works alongside, our board members provide strategic leadership and oversight of the charity and ensure that we have appropriate financial and good governance checks and balances in place.

Board members work closely with the chief executive and their team of directors and heads, to ensure support and oversight of the work of the staff and volunteers across the UK.

Trustees are generous with their support and willingly offer their skills, knowledge, expertise, and diversity of thought to ensure SIA, working in partnership with its staff and volunteers, goes from strength to strength. They also represent SIA externally, assisting in raising our profile and helping to build relationships with key stakeholders.

Having recently launched our ambitious *strategy 2030* – focused on growth, development and increased reach – this is a really exciting time to come and join us.

If you like what you've read, and have what it takes to share your experience and knowledge, then we want to hear from you!

Good luck!



Faisal Hussain
Chair, SIA



Nik Hartley OBE
Chief Executive, SIA

A Welcome from Our Chair

Hear from our chair, Faisal Hussain, on the role of a trustee at SIA and why he became a trustee.



ABOUT US

SIA's vision is a fulfilled life for everyone affected by spinal cord injury, and our purpose is to be the expert, guiding voice for life after spinal cord injury.

Hear more about our ambitious plans set out in our strategy 2030 video below.



Board Member Skills

Our board is currently made up of [twelve board members](#) who bring a broad range of experience, skills, backgrounds and lived experience of spinal cord injury.

We are seeking three additional board members and have identified the following priority areas to complement our existing strengths:

Specific skills/expertise sought:

- **Reporting/ Data/ Digital**
 - You will have experience of collating, analysing and interpreting reports and data to inform programme development and/or influence sector-wide improvements *and/or*
 - You will have experience and understanding/implementation of monitoring and evaluation frameworks and research *and/or*
 - You will have experience in using new and emerging digital technologies to enhance our ability to measure business efficiencies and improve member experiences
- **Fundraising**
 - You will have experience of writing large scale funding applications to support existing and new services *and/or*
 - You will have experience of being a panel member of committees which judge and approve funding applications or contracts against set criteria *and/or*
 - You will have experience of cultivating and engaging with major donors to help raise funds to deliver core activities of the organisation
- **Clinical**
 - You will have experience as a clinician working in the field of spinal cord injury *and/or*
 - You will be a clinical professional or academic who has research and development in spinal cord injury *and/or*
 - You are a clinician who is wanting to specialise in spinal cord injury

Trustee responsibilities

Our board members play a vital role in making sure that SIA achieves its core purpose by providing appropriate oversight, governance and leadership to the charity. They oversee the overall management and administration of the charity, ensuring that we are compliant with relevant legislation and meeting the terms of our charitable objectives. Our trustees ensure that SIA has a clear strategy and that our work and goals are in line with our vision. Alongside this, they offer support and constructive challenge to the [executive team](#) to enable SIA to grow and thrive, and through this, achieve our purpose.

As the association is registered not just as a charity but also as a company limited by guarantee, every trustee is also a director of the company and has legal responsibilities in company law too.

Trustee responsibilities

- To actively participate and develop the strategy by which the charity aims to fulfil its charitable purpose
- Ensuring that the organisation complies with its Memorandum and Articles of Association and all applicable legislation and regulations
- Ensuring that the organisation pursues its charitable purposes, as set out in its Memorandum and Articles of Association, for the public benefit
- Ensuring that the organisation applies its resources in pursuance of its charitable purposes
- Ensuring the effective and efficient administration of the organisation
- Ensuring the financial stability and solvency of the organisation
- Ensuring the proper investment and management of the organisation's funds
- Approving operational strategies and policies, monitoring and evaluating their implementation
- Ensuring that key risks are being identified, monitored and controlled effectively
- Safeguarding the good reputation and values of the organisation
- Ensuring that the charity's governance is of the highest possible standard

Duties

- Attending board meetings, committee meetings and development/strategy days as scheduled
- Providing support, oversight and constructive challenge to SIA's chief executive and executive team in the exercise of their delegated authority and affairs
- Representing SIA at functions and meetings, acting as a spokesperson where appropriate
- Using your own skills, knowledge and experience to help the board reach sound decisions
- Taking the lead in any trustees' activities where you have specialist knowledge
- Avoiding any conflict of interests and declaring potential or perceived conflicts to the board
- Approving the organisation's strategic objectives annually and measuring performance against them
- Approving the Annual Accounts and Annual Report

Person specification

- A high level of understanding and interest in the issues the charity seeks to address/represent;
- A commitment to the values and the principles of the charity Strong business and financial acumen;
- Experience of committee work;
- Highly developed interpersonal and communication skills;
- Ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems;
- Sound, independent judgement, courage, common sense and diplomacy;
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- Clear understanding and acceptance of the legal duties, liabilities and responsibilities of trustees;
- Sound knowledge of charity governance;
- Ability to listen and welcome alternative opinions and experiences;
- Flexibility in thinking
- A strong personal commitment to equity, diversity and inclusion;
- A desire to implement the highest standard of governance.

Terms of office

- Trustees are appointed for a three-year term of office, with the potential for renewal for two further terms to a maximum of nine years
- This is a voluntary position, however reasonable expenses are reimbursed

Time commitment

- Preparing for and attending four board meetings annually. Currently meetings are held on Saturdays in-person with the potential for some hybrid /remote meetings
- Preparing for and attending at least one board development away day annually (in-person at SIA House, Milton Keynes or remote as necessary)
- Preparing for and attending committee meetings as required
- Ad hoc teleconferences, meetings and participation in working groups as required
- Attending external meetings and conferences on behalf of SIA when requested

Tentative board dates for 2024 (subject to change):

- Saturday 24 February 2024
- Saturday 18 May 2024

What's in it for you?

In addition to using your significant skills, abilities and passion to work alongside enthusiastic board members and employees who are committed to our mission, being a trustee can also bring personal and professional benefits.

These include learning about the management and strategic decision-making of a charity and working with a diverse group of people with the same common goal – a fulfilled life for everyone affected by spinal cord injury. As a national charity, this provides trustees with the opportunity to network and attend events and visits organised by Spinal Injuries Association and its partners.

Appointment process

- If you are interested in this opportunity we encourage confidential conversations with our recruitment partner Anna Jay, MD of Public Leaders Appointments:
anna@publicleadersappointments.com

Your application should consist of a CV supported by a covering letter outlining your motivations for applying and highlighting how your skills, knowledge and experience meet the requirements of our new trustees. We recommend that each document should be no more than two pages.

Applications, along with the Equity and Diversity monitoring form, should be sent to

- anna@publicleadersappointments.com
- by midday on Thursday 11 January 2024

SIA is committed to ensuring that it is accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. We would be grateful if you could also complete and return our Equality and diversity monitoring form with your application. The information you provide will help us comply with our commitment to ensuring equality and our aim to improve diversity across our organisation.

Following consideration of applications and shortlisting, we will invite selected candidates to SIA House in Milton Keynes to meet with our chief executive, staff and a panel of trustees.

Interviews scheduled for Thursday 24 January 2024.

If successful, we will carry out the required checks on you being a 'fit and suitable' person as a trustee. Prospective trustees should be aware that the charity will need to carry out due diligence, including a DBS check, to check eligibility before appointment.

Additional information

- [Impact report 2023](#)
- [SIA Annual Report and Accounts 2022/23](#)
- [SIA Strategy 2023](#)
- [SIA YouTube](#)