

Date as Postmark

Dear Friends and Members,

Annual General Meeting 2010 - Elections

As many of you already know, this year's AGM will be held at the Burleigh Court Hotel, Loughborough on **Saturday 25th September 2010**. Please find enclosed with this letter an article outlining what it means to be a Trustee, which I hope will help anyone considering stepping forward, and enable all our members to understand what is involved in the role. The current economic climate is presenting challenges to the Brittle Bone Society that need to be addressed. We need to have a diverse and skilled Board of Trustees to ensure the long term viability and success of our organisation so that we can continue to serve our members and meet the needs of anyone affected by Osteogenesis Imperfecta.

We are fortunate that we have built up a diverse board of Trustees all of whom have a clear and personal understanding of living with OI. The Trustees who we will remain in post after the 2010 AGM are:

Elaine Healey Chairman	Toni Potterton Vice Chair
Sheena Moreland Secretary	
Yvonne Grant	Emma Lewis
Simon McKeown (IT)	Sam Renke (OIFE Rep)
Catherine Potterton (Youth Rep)	

It is vital that we support the remaining Trustees by bringing the necessary skills to the Board and I ask for your help in achieving this aim. **New Committees need to be formed and may include:** Medical Advisory, Fundraising, Media/Marketing/PR, Legislative/Policy areas

Notification of Interest

This letter is a formal invitation for Members to indicate their interest in one of the available positions. We are actively seeking to fill the post of Treasurer and four other positions on the Board of Trustees. The specialist skills we are seeking at the 2010 AGM are **Marketing/PR/Media, Medical Advisory, Fundraising, Legislative/Policy and a Northern Ireland Representative**. A full job description, nomination forms, and other information will be posted on our website (www.brittlebone.org). This will be available online from **Monday 21st June 2010**. We also ask that you include an A4 (single-sided) CV detailing your experience.

Legal responsibility

It is important that, before completing the forms, you carefully consider all the legal criteria necessary to qualify you to serve as a Trustee. You will find this important information on the next page.

Compliance/Eligibility/Membership status

As well as considering the skill-set you possess and what you may be able to contribute to the Board of Trustees if you wish to go forward, it is important that you check that your membership is up-to-date. **Please** ensure that your membership is paid up, even if you are not considering putting yourself forward, but wish to support or vote for another nominee. If you are in any doubt about your eligibility, then do not hesitate to contact our Head Office. Only members who have valid membership status are able to propose and second others and take part in voting.

Informal Interviews

I would like to meet any prospective Trustees in advance of our elections and have therefore asked that indications of interest are intimated to me no later than **20th July 2010**. If you have any queries regarding the nomination procedure, or the elections in general, then please do not hesitate to contact me, or call our headquarters to speak to our Honorary Secretary, Sheena Moreland or Patricia Osborne the CEO.

Yours sincerely



Elaine Healey
Chairman

Only members whose membership is valid will be compliant with regulations and therefore considered eligible for election.

Once you have read this letter, if you have decided to take this further, you should read the **notes on becoming a Trustee**, and complete a **Nomination form**. You will find a **Job description, Nomination forms** and **Organisational chart** on our website www.brittlebone.org. You may be invited to an initial informal discussion on **Sunday the 25th July 2010** (in Loughborough) with the Chair and Vice Chair. This is prior to **the elections on 25th September 2010 in Loughborough**. Completed application forms should therefore reach us by **20th July**. *Applications received after this date will be considered so long as they reach us 14 days prior to date of the Conference.* If you are unable to access the Internet, then contact our Head Office so that forms can be sent to you by post.

Charities Act 1993 (Section 72) Trustee Declaration of Eligibility

As a registered Charity the Brittle Bone Society is required to ensure that any individual who is to serve as a Trustee or Officer of the Charity is not in any way legally disqualified from doing so. It is also important that any member seeking a post as a trustee or office bearer is aware of the factors which disqualify them from office.

You cannot be a Trustee of the Brittle Bone Society unless you meet the following criteria, By signing below, you are stating that you meet these criteria..

- I am over 18 years of age
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a Charity Trustee
- I undertake to fulfil my responsibilities and duties of the Brittle Bone Society in good faith and in accordance with the law and within the Brittle Bone Society's objectives / mission
- I do not have any financial interests in conflict with those of the Brittle Bone Society (either in person or through family or business connections) except those which, if elected, I will formally notify as a conflict of interest statement.