



Have you ever thought about becoming a **Trustee** of the Brittle Bone Society?

1. Role of the Trustee

The role of a Trustee within the Brittle Bone Society is an important and demanding position; it involves a great deal of responsibility and a commitment to delivering effective, focused services and support programmes tailored to meet the wants, needs, expectations and aspirations of the Society's Membership. A balanced Board of Trustees is vital to the effectiveness of the organisation itself. **Trustees are the guardians of the Purpose of the Brittle Bone Society.**

2. Responsibilities

Trustees are expected to work - with the CEO - in areas as wide-ranging as **Strategy, Fundraising, Marketing, Public Relations, Finance, Employment and Governance.** Trustees are responsible for ensuring the long-term viability and development of the Society in various ways, such as: **Setting Policy, Strategy and Objectives, Monitoring Performance and Proposing Initiatives.**

3. Personal Profile

Each prospective Trustee needs to demonstrate:

- A range of the skills required to augment or improve the Society as a whole.
- A willingness to act as part of a cohesive and effective team dedicated to working on behalf of our Membership.
- The personal commitment and enthusiasm necessary to complete tasks allocated, within agreed timescales or deadlines.

4. Commitment and Legal responsibility

In becoming a Trustee, a person not only assumes a time commitment, but also certain legal and financial responsibilities for the operating activities of the Society, many of which are time-bound. Further details of these aspects of the role - and a fuller job description - can be found on our website under the heading '*Trustees and their Responsibilities*'. In order to be an effective Trustee, you must be willing to attend - and take an active role in - between two and four Trustee Meetings per year, as well as the Society's Annual Conference. Depending on your journey or travel time, these meetings can take an entire weekend.

5. Committee Structure - Reports & other expected activity

Trustees and Sub-Committees frequently communicate via telephone conference calls, and if you have accepted the additional responsibility of doing so, you might be required to prepare or write specialist committee reports. The duties outlined above might reasonably require a Trustee to undertake a minimum of four to five hours' work each month: an Honorary Officer or member of a sub-committee might need to devote more time to his or her duties.

6. Understanding commitment and rewards

The aim of this note is not to deter those who may wish to come forward to stand as a Trustee, but rather to attempt to ensure that those who do come forward have an accurate understanding of the time commitment, effort and skills required. Being a Trustee can be fulfilling, personally rewarding and an enriching experience which provides one with the opportunity to 'give something back' to the BBS. Trustees cannot, by law, be remunerated for their work - which is entirely voluntary - but reasonable reimbursement, for properly authorised activities is offered.

7. What Skills are currently required?

Our current circumstances dictate that we focus on the Society's responsibility to run the business activities of the Charity in a more effective way. We therefore have a need for Trustees who have aptitude, knowledge and experience in one or more of the following fields: Compliance, Law, Finance, Fundraising, Governance, Marketing or Medicine. In addition to the above, it is vital that new Trustees bring real, commercial, practical, tangible and relevant skills, energy and enthusiasm to their role. The Society - and its work - must survive the current circumstances which have been felt by many in the Charity Sector, and a good balance of Trustees with appropriate skills is essential. It should be noted that Trustees must also be capable of sacrificing their time and energies, being a team-player, and in possession of a compassionate nature that enables them to put the needs of the Membership before their own.



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8. Skills gap / Honorary posts and other positions

There are five trustee posts for election at the 2010 AGM.

The “Skills Gaps” that the Board needs to fill for the 2010 Election are:

1 x Honorary Officer:	Treasurer - Qualified Accountant
4 x Trustees:	Marketing/ PR/Media
	Medical Advisory
	Legislative/Policy
	Northern Ireland Representative

At present, the Constitution of the Society allows for a total of 13 Trustees, each of whom is elected to office for a period of three years. The Board may also co-opt up to three additional Trustees to ensure full functionality and a balanced board. In the past, there has been a general preference for a majority of the Trustees to have a personal connection to Osteogenesis Imperfecta. It is the Board’s firm belief that those with a close association with Osteogenesis Imperfecta should constitute no less than a quarter of the Trustees on the Board; this is despite the fact that this is not a constitutional requirement. One of the historic strengths of the Society has been the diverse nature and background of its Trustees; their ages, genders and skill sets.

9. Application Process

Any person considering putting him/herself forward to stand for election as a Trustee should first approach the CEO or Chair for an initial – and informal – discussion. This enables a prospective candidate to learn more about the specific responsibilities involved in the role. A prospective Trustee would then submit their name and details of their personal skills and qualifications for election as Trustee. A helpful way for members who have not served as a Trustee - or in a similar capacity elsewhere – to come to a greater understanding of both the role and the Society is to undertake some Project volunteer work. An applicant who has assisted on a Project will therefore be able to judge whether they would be suited to the role, and their work would also enable the Board to become acquainted with them, evaluate their skills, and support their election as a Trustee.

10. The Brittle Bone Society Board consists of:

Honorary Officers: Chair: Elaine Healey; Vice Chair: Toni Potterton; Secretary: Sheena Moreland. Treasurer: Vacancy.
Trustees: Yvonne Grant, Emma Lewis, Simon McKeown (IT), Catherine Potterton (YOUTH) , Samantha Renke (OIFE), Mark Ross, James Sageman, Lesley Ann Starrett (N.I.)and Harry Venet (acting Treasurer).
Sub Committees: Conference, Finance, IT, HR, Strategy, Youth
New Committees are being finalised and may include: Medical Advisory, Media/Marketing/PR, Fundraising, Legislative/Policy areas

11. Membership/Eligibility

Only members whose membership is valid will be compliant with regulations and therefore considered eligible for election. Once you have read this letter and, 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.

12. Informal Meeting

We would appreciate receiving completed applications by 20th July 2010. This will allow time to have an informal discussion and/or a meeting on **Sunday 25th July 2010** (Loughborough) with the Chair and Vice Chair. The **election will be on the 25th September 2010 at the Annual General Meeting in Loughborough**. *Applications received after 20th July will be considered providing they reach us 14 days prior to the date of the Conference.*