

JOIN TRUSTEE

And make a difference

raft

Restoration of Appearance and Function Trust



Delivering
medical research
to restore lives
after trauma

**Become
a trustee**



Trustee

Thank you for downloading this pack and for your interest in becoming a Trustee for RAFT.

There are two parts to this pack:

1. General information

- About RAFT
- About becoming a RAFT Trustee and the commitment needed
- Statutory duties of a Trustee
- Restrictions on becoming a Trustee
- The Nolan principles

2. **How to apply** and an outline of the selection process.

Remember!

Closing date for applications is 27 April 2018

Our aim is to complete the selection process and appoint the Trustees in June 2018

Visit www.raft.ac.uk for more information.

RAFT is an equal opportunity organisation that welcomes applications from a diverse range of suitably qualified candidates.



General Information

About RAFT

RAFT is an award-winning medical research charity with an outstanding track record of quickly delivering benefits to patients. Our aim is to ensure that every patient who suffers a wound or major tissue trauma regains their quality of life, independence and dignity. To do this we undertake innovative ground-breaking medical research into tissue and bone reconstruction, using cutting edge techniques to achieve transformative results.

Our dedicated surgeons and scientists undertake research to improve the treatment currently available for patients who have suffered major traumas and our present focus is on 5 key areas:

- **3D PRINTING FOR FACIAL RECONSTRUCTION SURGERY**
- **BREAST RECONSTRUCTION AFTER MASTECTOMY**
- **BONE REGENERATION**
- **INTUITIVE BIONIC PROSTHETICS**
- **WOUND HEALING**

RAFT's mission is to deliver medical research to restore lives after trauma and is driven by the need to generate practical translational solutions that will directly benefit patients and caregivers.



What do we expect from all Trustees?

Trustees are expected to:

- Be enthusiastic about RAFT's work and mission, both inside and outside RAFT
- Show commitment to RAFT in time and support through regular attendance of board meetings and by responding quickly to correspondence and enquiries
- Demonstrate integrity in all of their interactions with RAFT
- Lead through the development of the strategic direction of the charity
- Understand the difference between charitable and commercial organisations
- Advise but not interfere
- Focus on delivery and respond positively to fellow Trustees, RAFT's management team and volunteers

Additional key attributes for all RAFT Trustees include:

- A commitment to RAFT
- Interest in the issues surrounding skin damage, reconstruction, skin trauma, limb loss or wound healing
- Appreciation of the benefits of translational research
- Accomplished at networking and relationship building, with demonstrated ability as an influencer in business or academia
- Advocacy skills and resilience in the face of challenging circumstances and opinions
- Strategic vision
- Ability to absorb, appreciate and acknowledge contributions of people from different backgrounds and disciplines and to work effectively as a member of a team
- Willingness to devote the necessary time and effort
- Good, independent judgement and a willingness to speak one's mind
- Acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to think creatively
- Commitment to diversity and equality of opportunity

Commitments as a Trustee at RAFT

All Trustees are actually appointed as a Director of RAFT Trustees Ltd which is a company limited by guarantee (registration number 3115825) and will have all the statutory obligations of being a company director. For ease of reference we will refer to these Directors as Trustees.

Time commitment: 4 to 6 meetings per year plus strategy sessions each year (normally ½ to 1 day per year).

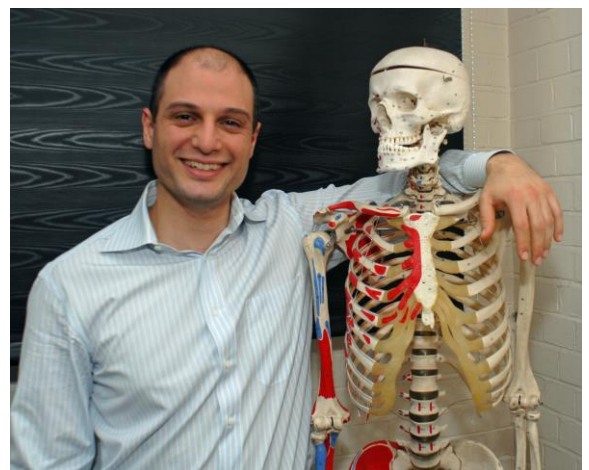
Trustees are also expected to spend time studying papers in advance of Board Meetings and any other information provided to keep them up to date with activities and charitable governance. Trustees are expected to attend meetings and adhere to our code of conduct which governs attendance and behaviour. They may also be invited to serve on sub groups or committees to assist with specific projects and are encouraged to attend as many of RAFT's events that they can.

Term of appointment: The initial term is for 3 years which can be extended by a further two terms of 3 years. These extensions are likely to occur on the advice of the Nominations Committee provided that the Trustee is willing to serve and RAFT considers that such extensions would be of general benefit to RAFT; for example to retain particular expertise, external relationships and continuity.

Location, remuneration and availability: RAFT is based in Northwood currently but is considering a move to North Herts. Trustee meetings are normally held in central London, frequently in the evening. There is no remuneration but reasonable expenses can be reimbursed on application. We aim to appoint this Trustee to join RAFT in June 2018.

The statutory duties of a Trustee

- To ensure that RAFT complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that RAFT pursues its objects as defined in its governing document
- To ensure RAFT uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of Trustees' role in giving firm strategic direction to RAFT, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of RAFT
- To ensure the effective and efficient administration of RAFT
- To ensure the financial stability of RAFT
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance



Trustee restrictions

There are certain legal restrictions on who can serve as a Trustee. People who fall into any of the following categories are barred from being Charity Trustees:

- Anyone under the age of 18 (unless as in this case the Charity is a registered company)
- Anyone who has been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it
- Anyone who has previously been removed from Trusteeship of a Charity by the court or the Charity Commissioners
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking



The Charity Commission has more information about the role of Trustee and has a very useful guidance booklet that you are encouraged to review before applying. <http://www.charitycommission.gov.uk/publications/cc3.aspx>

The Nolan principles - adapted for Trustees

The 7 Nolan principles of public service apply also to RAFT Trustees.

1. Selflessness

Trustees should act solely in terms of public benefit. They should not act in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role as a trustee.

3. Objectivity

In carrying out the business of the organisation, trustees should make choices based on merit.

4. Accountability

Trustees are accountable for their decisions and actions to their stakeholders and the public and must submit themselves to whatever scrutiny is appropriate to their role.

5. Openness

Trustees should be as open as possible about all the decisions and actions they take.

6. Honesty

Trustees should declare any private interests relating to their trusteeship and take steps to resolve any conflicts arising in a way that protects the public benefit.

7. Leadership

Trustees should promote and support these principles by leadership and example.

How to apply for this post and the selection process

Send a *brief* letter (and CV or other career summary) explaining why you would like to become a Trustee with RAFT and how you meet the specialist skill requirements to recruitment@raft.ac.uk to reach us by 27 April 2018.

- We will contact you to let you know how we might like to take things forward and, if we feel that there is a useful potential match, we will arrange for an informal discussion with our CEO on a confidential basis.
- After informal conversations we are likely to invite a shortlist of potential Trustees to visit RAFT premises. This will be a chance to meet with some of our fantastic team of scientists, volunteers, fundraisers and support team before meeting our Nominations Committee. This Committee is responsible for making recommendations to the Trustee Board for the appointment of new Trustees.

**JOIN
TRUSTEE**
And make a difference

