

Trustee Role Description

ATAXIA

Our Board of Trustees is made up of people who are all affected by ataxia, either through having the condition or a close relative with it. They have a wide variety of skills and experience that contribute to the running of Ataxia UK, including people with ataxia; people with previous board experience; a scientific advisor; people who have experience in business, finance, local government and fundraising for major projects; plus, members of our Branch network.

The Board meets 4-5 times a year. We aim to have one of these meetings as a residential face-to-face meeting. The rest of the meetings are online from 11am - 3.30pm on a Friday. People who are unable to travel at all are accommodated online for the face-to-face meetings.

Our CEO, Sue Millman, has monthly meetings online with the Chair and many of our trustees are members of our Finance, Fundraising & Research committees, and other sub-committees. Some of our trustees are members of our Equality, Diversity & Inclusion group which meets regularly. All trustees are onboarded as volunteers through our Services department and will be provided with GDPR, Safeguarding and EDI training.

If you are interested in becoming a trustee at Ataxia UK, please contact Lucy Porter, Executive Assistant, lporter@ataxia.org.uk along with a CV, so an initial meeting can be made with our CEO, Sue Millman. This meeting will be followed by an interview with several Trustees to assess your suitability and skills. If you are successful in the interview, you will go forward to the Trustees election, which is voted upon by Friends of Ataxia UK.

To be a Trustee, you must be a Friend of Ataxia UK



Trustee Role Description

The statutory duties of a trustee

- To ensure that Ataxia UK complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that Ataxia UK pursues its objects as defined in its governing document
- To ensure Ataxia UK uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its 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 Ataxia UK, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Ataxia UK.
- To ensure the effective and efficient administration of Ataxia UK
- To ensure the financial stability of Ataxia UK
- 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
- To sit on appraisal, recruitment and disciplinary panels as required

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge, or experience, to help the Board of Ataxia UK reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Representing Ataxia UK, and the Board at internal and public events

Trustee Person Specification

- Commitment to Ataxia UK
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

ATAxia

Your help gets us closer
to a **world without ataxia**

Registered with



FUNDRAISING
REGULATOR

www.ataxia.org.uk

Ataxia UK is a Charity Registered in Scotland (SCO40607)
& England & Wales (1102391); & Limited Company (4974832)

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