



Trustee Role Description

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National Eczema Society is a registered charity in England and Wales (No. 1009671), and in Scotland (No. SC043669), and is a limited company by guarantee registered in England (No. 2685083).

Registered Office: 11 Murray Street, London NW1 9RE

www.eczema.org

1. About the role

Trustees have a pivotal role at National Eczema Society (NES), driving our commitment to make life better for people with eczema in the UK. Our Trustees set the charity's strategic direction and make sure we focus on the biggest challenges and opportunities in eczema. Decisions are not always easy, due to competing priorities, limited resources and so many people affected by eczema who need our support. Our Trustees are guided by a strong commitment to the aims and values of NES, and a shared determination to achieve the greatest impact possible. As the national eczema charity, many look to NES to provide information and advice, raise awareness and champion the needs of everyone affected by eczema.

You would join a Board, currently consisting of eight Trustees, who are passionate about supporting the work of NES and building a strong and effective organisation for the future.

We are seeking two or three Trustees to join our Board from December 2021. If you are interested, please complete and submit the 'Trustee Application Form' and send to Andrew Proctor, Chief Executive at aproctor@eczema.org. Your application will be considered by our Appointments Committee. Do contact Andrew Proctor if you would like an informal chat about the Trustee opportunity with NES.

Diversity is essential for the Board to be effective and we embrace the different perspectives that each of us bring. We encourage applications from everyone who meets the criteria set out in this role description.

2. About National Eczema Society

Established in 1975, NES is the UK charity for people with eczema. We are committed to making life better for the 1 in 5 children and 1 in 10 adults and their families who have eczema. Eczema is a complex, long-term inflammatory skin condition that can be extremely debilitating and difficult to manage. Eczema impacts people's physical health, their mental health and quality of life.

NES provides a wide range of evidence-based information and advice about eczema and its management, which we deliver through the charity's website, social media platforms, publications and nurse-supported helpline. The Society also provides a collective voice for people with eczema, raising awareness and understanding of the condition, supporting research into new treatments, and campaigning for better care. You can read more about the Society's work on our website www.eczema.org.

The Society is governed by the Board of Trustees, with day-to-day operation and management of the charity the responsibility of the small staff team led by the Chief Executive, Andrew Proctor. The NES Medical Advisory Board, made up of doctors, nurses, pharmacists and other healthcare professionals, advises the Board of Trustees and staff team on clinical and research matters.

The Society is funded by membership fees, donations from individuals and organisations, legacies and grants from corporate partners (pharmaceutical and emollient companies that sell products or services for people with eczema). We are a membership organisation and have approximately 2,500 individual members, and reach many more people affected by eczema through our website, email programme, social media and other media work.

NES is a registered charity in England and Wales (Charity Commission no. 1009671) and in Scotland (no. SC043669). Like many charities, NES is also a company limited by guarantee (registered in England, number 2685083).

3. NES Board of Trustees

Trustees work together with other Board members, acting in the best interests of the organisation, and exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board of Trustees acts collectively and make decisions as a group.

Trustees are appointed, elected and re-elected in accordance with the procedures set out in the Society's [Articles of Association](#). Trustees who are appointed must put themselves forward for election by the membership at the first occurring Annual General Meeting after their appointment to the Board. Trustees are members of the Board of Trustees as well as directors of the NES charitable company.

The current Board of Trustees comprises:

- Chair
- Vice Chair
- Treasurer
- Trustees

The Board of Trustees appoints a Chair, Vice Chair and Treasurer from among the Trustees.

NES is working towards adopting the Charity Governance Code recommendation to appoint Trustees for a specific length of time. The expectation is that NES Trustees will serve a three-year term, which can be extended by mutual agreement for a further three years. Those in particular roles (e.g. Chair, Treasurer) can have their terms extended by a further three years if appropriate, making a total of nine years, subject to the procedures for review and reporting set out in the Charity Governance Code.

Short biographies of current NES Trustees can be found here: <https://eczema.org/what-we-do/our-people/our-trustees/>

4. Person specification for the NES Trustee role

NES is an inclusive organisation and we value diversity. We encourage Trustee applications from all areas of the community, irrespective of age, gender, ethnicity, sexual orientation, religion or belief. As in other areas of the charity's work, we aim for our governance body to reflect the diversity of the people and communities we serve.

We are seeking to appoint Trustees who have most or all of the following skills, experience and qualities:

- Strong commitment to the aims and values of National Eczema Society and passionate about making life better for people with eczema.
- Knowledge and experience of eczema highly desirable.

- Willingness to devote the necessary time and effort to contribute effectively as a member of the Board of Trustees.
- Strategic perspective and vision.
- Some experience of decision-making, goal-setting, monitoring and evaluation.
- Ability to assess opportunities and risks with a balanced and objective approach.
- Ability to think creatively.
- Ability to communicate clearly and sensitively, and able to challenge constructively.
- Experience of working collaboratively and effectively as a member of a team.
- Willingness to act collectively and abide by group decisions.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. Experience of governance is desirable.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Willing to join National Eczema Society, if not a member already.

Applicants must be aged over 18 years to be eligible to become a Trustee of National Eczema Society.

4.1 Specific professional skills

NES requires Trustees with a range of professional skills and experience to inform the work of the Board. The skills requirement changes over time depending on the skills already present on the Board and the Society's evolving programme of work.

For this round of recruitment we especially welcome applications from people who have relevant professional skills, experience and knowledge in one or more of the following areas:

- Human resources
- Fundraising and enterprise
- Health policy
- Digital development and delivery.

5. Duties and responsibilities of Trustees

The primary duty of a Trustee is to ensure National Eczema Society fulfils its charitable purpose as set out in the Society's governing document, its [Articles of Association](#). The Board of Trustees sets the strategic direction of the charity and ensures it is well-run and delivers the outcomes it was established to provide for the benefit of people affected by eczema and the wider public.

Trustees have a number of specific statutory duties and obligations, to:

- Ensure the organisation complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Ensure the organisation pursues its objects (purposes) as defined in its governing document.

- Ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public. The charity must not spend money on activities that are not included in its own objects, no matter how worthwhile those activities are.
- Ensure the organisation defines its goals and evaluates performance against agreed targets.
- Safeguard the good name and values of NES.
- Ensure the effective and efficient administration the organisation NES, including having appropriate policies and procedures in place.
- Ensure the financial stability of NES, by understanding and acting upon financial and other monitoring information presented, questioning such information when appropriate.
- Protect and manage the assets of the charity and to ensure the appropriate investment of the charity's funds.
- Follow proper and formal arrangements for the appointment of the chief executive and monitoring of their performance.
- Respect the confidential nature of all information relating to the business of the charity in accordance with information governance and data protection law.

Trustees are encouraged to draw on their personal and professional skills, knowledge and experience to help the Board reach informed and sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which Trustees have special expertise.

Trustees are also expected to follow NES internal policies and procedures where appropriate.

6. Time commitment and meeting attendance

Trustees are asked to attend four Board meetings per year (usually held in March, June, September and December), an annual strategy meeting, and the Society's Annual General Meeting (AGM). Trustees need to allocate sufficient time to read papers to prepare for meetings and take forward any agreed actions.

In-person meetings are usually held in central London, with virtual attendance available via Zoom if preferred.

Along with attendance at meetings, Trustees are asked to read and, where relevant, respond to email and message correspondence in between meetings.

Additionally, Trustees sometimes contribute to operational activity related to their area of professional expertise, working with other Trustees, the Chief Executive and other staff. This is provided on a voluntary 'best efforts' basis and is undertaken in a separate capacity from a Trustee's statutory duties.

7. Conflict of interests

Trustees must declare any interests that may potentially cause a conflict in the course of fulfilling their duties and responsibilities as a Trustee and Director of National Eczema Society.

8. Remuneration and reimbursement

The role is unpaid. Trustees agree to participate and contribute their time on a voluntary basis.

Trustees will be reimbursed for reasonable travel costs and any other pre-authorised expenses incurred in the role, in accordance with the NES Expenses Policy.

Document last reviewed: July 2021

Next review scheduled: July 2024