

Role description: Trustee

Role:	Trustee
Duration:	Retirement by rotation annually (in line with the articles of association), with the option of re-election
Term of tenure:	Two terms of three years each (ie, a total of six years); in exceptional circumstances, the Board of Trustees may approve a third and final term of three years
Time commitment:	10 days per year (including reading and preparation time for meeting; travelling to and attendance at meetings)
Remuneration:	Voluntary role, although reasonable travel and role-related expenses may be reimbursed

About Cancer52

Cancer52 is a national organisation which has been in existence since 2007 and was registered as a charity in England and Wales in September 2017. It acts as a membership body for charitable and not-for-profit organisations working in the field of rare and less common cancers. Cancer52 currently represents nearly 100 predominantly small patient support group cancer charities united by their vision of seeing a better future for everyone affected by the rare and less common cancers, which account for more than half of all cancer deaths in the UK.

Cancer52 aims to promote improved diagnosis, treatment and support for those affected by rare and less common cancers. We work on matters that impact on the rare and less common cancer community – defined as all cancers outside the ‘big four’ of breast, prostate, lung and bowel. Current data shows that 46% of cancers diagnosed in the UK are rare and less common cancers, yet they account for 54% of cancer deaths.

Overall purpose of the role of trustee

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation’s aims, objectives and goals in accordance with the charity’s governing documents, and legal and regulatory obligations and guidance. The Trustees are also the company directors of the organisation. The Board supports Cancer52’s work and provides mission-driven leadership and strategic governance.

Day-to-day management responsibility is delegated to the Chief Executive.

Key relationships

Other Trustees, Chief Executive, representatives of Cancer52 member organisations, key influencers and opinion leaders within national healthcare/cancer policy and practice.

Main duties and responsibilities

- To ensure that Cancer52 complies with its governing documents (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing documents.
- To ensure the organisation uses its resources exclusively in pursuance of its objects, and not for other activities.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability and solvency of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

Other duties

- To review outcomes of Cancer52's work and activities for the purpose of evaluating impact and regularly measuring the organisation's performance.
- To approve the annual budget, audit/independent examination and material business decisions.
- To be informed and ensure that the charity meets all legal and regulatory requirements and responsibilities, including taking professional advice where necessary.
- To contribute to the annual performance review of the Chief Executive.
- To assist the Chair of the Board of Trustees and Chief Executive in finding other Board members.
- To work with the Chief Executive to ensure that Board decisions are carried out.
- To serve on committees or take on additional project work, as required.
- To represent Cancer52 to stakeholders and act as an ambassador for the organisation.
- To support Cancer52's fundraising efforts.
- In addition to the above, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising Board papers, sitting on committees or task groups, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.