



Trustee Recruitment Pack

Dear Candidate

Thank you for your interest in becoming a Trustee on the UK Board of FND Hope UK.

Since becoming a trustee and then the chair of trustees I have met and worked with some incredible people and learnt a lot. The trustees work closely as a team and our wonderful Executive Director heads up the day to day running of the charity. We tend to get more involved when our skill set is of value, for example I do a lot of the face-to-face media opportunities as my background is public speaking, I'm a 'big picture' person so when that is required, I help but if it's a detail driven project that would involve another trustee. We work together with passion, limited time, as some trustees work full-time and some are living with or caring for someone with FND, and we have a vision to really make a difference.

You'd find us welcoming and open. Giving the time to change things for the better really is very rewarding.

We look forward to hearing from you and thank you so much for your interest.



Cindy Smulders
Chair
FND Hope UK

About **FND Hope UK**

FND Hope UK is part of the first and only global patient-led charity for people with Functional Neurological Disorder and is 100% volunteer led.

Originating as a grassroots campaign, it uncovers the hidden world of FND and empowers those affected to live their best possible life. Our mission is to promote awareness, support affected individuals, and advance research for the prevention, treatment and recovery of FND. FND Hope UK was the first non-profit in England and Wales providing support for those throughout the UK. Due to hard work and dedication of a few UK advocates, patients and medical professionals working together, FND Hope UK became a registered Charitable Incorporated Organisation on the 28th June 2017 in England and Wales and a registered charity in Scotland on the 24th April 2018.

FND Hope UK Vision

A world where FND patients can expect to be treated with dignity, care and respect, regardless of the cause of their symptoms.

FND Hope UK Objectives

The relief of sickness and preservation of health of those affected by Functional Neurological Disorder (FND) and their families, carers and communities. In particular, but not exclusively by:

- Raising awareness and understanding of the general public into the nature, causes, diagnosis, prevent, treatment and recovery of FND.
- Coordinating a voluntary FND patients register to assist doctors in the advancement of new and ongoing research.
- Working with Medical and Allied Health Professionals to provide a better understanding of FND, improve medical protocols, and promote ethical.

About **FND Hope UK**

Our Focus for 2023 / 2028

- Prioritise fundraising that is cost effective, identifies high potential donors and offers attractive short-term returns.
- Reaching and building relationships with people newly and already diagnosed with FND.
- Drive adoption of the FND care pathway by influencing politicians and ICS decision makers on treatment shortfalls and the cost to society of these.
- Provide educational and support initiatives to those affected by FND, including family, friends and care partners.
- Build the FND Hope brand, through establishing strong values, clear communication and high public awareness, to change the perception of FND.
- Recruit some staff and trustees with experience of FND and some with charity experience.

Achievements in 2022

- Delivered 245 online classes: Yoga, Pilates, Dance with 2097 attendees
- Linked with 24,740 through social media
- Supported 599 people attending 99 online support groups
- Send 10,700 FND patient Booklets and 10,000 leaflets to our community and medical professionals
- Publish 10 Newsletters read by 6,328 people
- Supported 50 people attending the Mindfulness for Positive Self Coaching course
- Sponsored the upgrade to the myFND app with 11,975 downloads
- 116,154 UK users to the fndhope.org website
- Responded to 1143 emails supporting our community

About our Roles



Trustee

As a Trustee of FND Hope UK, you will be able to demonstrate:

- An understanding and commitment to the needs of our FND Community
- An ability to play a key role in the continued growth and success of FND Hope UK
- The ability to provide leadership to a diverse range of stakeholders across the UK
- Ensure FND Hope UK is carrying out its purpose for the benefit of the public
- Comply with our FND Hope UK constitution governing document
- Act in the best interests of FND Hope UK
- Manage FND Hope UK resources responsibly
- Act with reasonable care and skill
- Ensure FND Hope UK is accountable
- Comply with the [Essential Trustee – Policy](#).
- We are Members of the NCVO who offer training
- **We are looking for skills in the following areas**
 - Social Media/Marketing, Legal expertise, Fundraising and Income Generation, Human Resources, Data Protection, and Equity, Diversity and Inclusion,

About our Roles



Treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements to the board
- Ensuring that the charity has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies and or Office of Scotland Register (OSCR)
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation

About our Roles

Further information on the role of a Trustee

For more information on the role of a Trustee and wider charity governance please review the Charity Governance Code at www.charitygovernancecode.org/en which has been adopted by FND Hope UK.

Time commitment

Trustees are required to attend 6 weekly UK Board meetings which are normally held via Zoom. Trustees are expected to attend key organisational events, such as annual conventions and to support the Executive Director in projects associated with their skill set. Overall the amount of time which we would expect you to commit to the charity will be:

Trustees – approx 24 days per year.

Treasurer - approx 24 days per year.

Expenses

While this role is not remunerated, Trustees will receive reimbursement for reasonable expenses incurred during work on behalf of FND Hope UK.

Commitment to diversity

As part of our plans to increase the diversity of our Board at FND Hope UK, we are particularly interested to hear from candidates from a black, Asian or minority ethnic background for these roles

How to apply



Please email Cindy Smulders, Chair, with a cover letter and up-to-date CV to cindy@fndhope.org

The closing date for applications is 31st July 2023