

## **Job Description – Member of the Board of Trustees**

Founded in December 2023 and registered as a CIO by the Charity Commission, Footprints Baby Loss Twin & Triplet Support (Footprints or Footprints Baby Loss), publicly launched its services in January 2024 providing support to parents and families who experience the death of one or more of their twins or triplets before, during or after birth.

Footprints aims to establish itself as a leading source of support and information for both bereaved families and health professionals in relation to the birth of multiples and is seeking to appoint three new trustees.

To read more about our services, visit our website: [footprintsbabyloss.org](https://footprintsbabyloss.org)

### **Being a Board Member**

You will need to share our passion for our work, and be committed to Footprints being an equal, diverse and inclusive organisation. The Board of Trustees plays a central role in the life of the charity and is responsible for guarding the ethos, values and purpose of the organisation.

### **The Board of Trustees are responsible for:**

- Defining Footprints long term direction – furthering its objects and charitable purposes
- Setting policies
- Ensuring sound financial management
- Securing the future of the charity through advice on fundraising and networking with senior policy makers
- Appointing senior staff
- Supporting the senior staff in their activities

### **Principal duties:**

- To attend and contribute to four Board meetings per year, subcommittee meetings if applicable, and to attend fundraising and public events
- To approve the Business Plan, including overall objectives and budgets while delegating implementation to the staff
- To understand the legal and financial responsibilities of Board Members (see below) and to carry out these responsibilities of monitoring and decision-making
- A willingness to represent Footprints through promoting and attending fundraising events, introductions to potential individual or corporate supporters and networks
- To support the staff in their activities through attendance at internal events and meetings
- To use professional networks for the benefit of furthering Footprints objects and purpose
- To contribute to the recruitment, appointment and appraisal of senior staff

**Legal & financial duties:**

- To act with honesty and good faith in the best interests of the charity
- To ensure that the charity acts at all times within the aims set out in the constitution and in accordance with the conditions laid down by any provider of funds or grants
- To ensure that there is no misapplication of any of the charity's property and that all assets of the charity are used for the benefit of the charity
- To avoid a conflict of interest. A Board Member is under a duty to disclose the nature of any interest which or she has in any contract to which the charity is a party
- To ensure that the organisation operates within the limits of its financial resources, actual and expected

**Other duties:**

- To exercise care, diligence and skill in the execution of Board Member duties i.e. that degree of skill which may reasonably be expected from a person of his/her knowledge and experience
- To ensure that the organisation complies with the requirements of the Charity Commission and other relevant legislation, e.g. Health and Safety Regulations

**Person Specification**

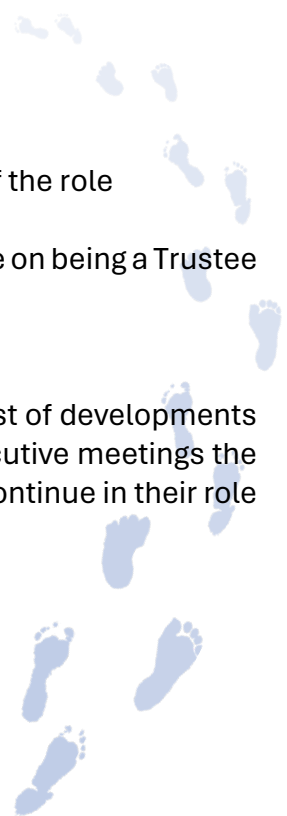
We are looking for Trustees who:

- Have enthusiasm for Footprints purpose and objects
- Have a commitment to diversity and inclusion
- Are strategic and creative thinkers
- Bring good, independent judgement
- Can offer specific expertise and knowledge in relevant fields
- Have good communication and interpersonal skills
- Work effectively as a team member, with respect for others
- Are respected and trusted by other Board members
- Act with impartiality, fairness and confidentiality
- Are open and receptive to alternative options
- Have the ability to advocate for the organisation
- Can relationship-build for influence
- Have a willingness to learn new skills
- Understand and accept the legal duties and responsibilities of the role

For further information please see the Charity Commission's guidance on being a Trustee [Charity Commission Trustee Guidance](#).

**Non-attendance of Board Meetings:**

Regular attendance at Board meetings is the best way to keep abreast of developments in the charity. If a Board member is not able to attend for two consecutive meetings the Chair will discuss with the Board member whether they feel able to continue in their role and contribute to the development of the charity.



**Term of Service:**

Three-year initial Term of Service, renewable by the re-election process outlined in the Constitution.

**Pay and Perquisites:**

Trustees of organisations having charitable status may not receive a salary, fee or other form of remuneration for any of their services to the charity unless agreed by the Board for specific services. This does not, however, affect reimbursement for a Trustee's reasonable and proper out-of-pocket expenses as agreed with the organisation.

Board Members are expected to pay for attendance at Footprints events on the same terms as other attendees, except where the Trustee is expected to attend an event and support Footprints by fulfilling networking duties or other work-related duties.

Estimated time commitment of four meetings per year, usually in the evening, and flexible in providing additional support hours as required.

Trustees must be aged 18+ and eligible to work in the UK, even though this is a volunteer role.

To apply to join the Board of Trustees of Footprints, please send a covering letter and CV to [enquiries@footprintsbabyloss.org](mailto:enquiries@footprintsbabyloss.org). Applications close at 17:00 on 31 May 2024. Interviews will be arranged for shortlisted candidates during June, with anticipated appointment to the Board in July 2024

