

Trustee Role Description

Who we are

Allergy UK (the operational name for The British Allergy Foundation) is a registered charity and was established over 30 years ago by leading clinicians in the field of allergy to fill a gap in the health and public services for people living with allergic disease in the UK.

Our vision is the no-one should die from allergy. Our research shows that there are an estimated 41 million people living with allergy in the UK, many for whom this disease could be fatal. Allergy UK is the only patient organisation that provides support and information services across the breadth of allergy for those living with the disease and their families and carers. Our services include support and advice on food allergy, respiratory allergy, skin allergy, venom allergy and drug allergy, which includes all levels of severity including those who may have experienced anaphylaxis.

Despite many collaborative campaigns over three decades, which have seen some improvements in health services, there remains a dearth of allergy services UK-wide and a lack of knowledge and understanding of the disease across society. Allergy UK, as the leading patient organisation providing advocacy, support, and allergy information services, is driven and empowered by the many voices and lived experiences of those we serve, as their needs are not being met. Our charitable purpose includes championing the needs of the allergic community, through our mission for everyone in the UK take allergy seriously.

This is an exciting time to join Allergy UK as we launch our *“it’s time to take allergy seriously”* campaign and activities.

Purpose of our Trustees and the difference they make

The purpose of the Trustee role is to further the charity’s mission keeping within charitable objectives as defined by our Memorandum of Understanding (M&A). Our Board of Trustees is the governing body of Allergy UK under the charity’s governing document, and is responsible for ensuring that the charity, and its trading subsidiaries, operate properly and effectively.

Trustees make a huge difference to a charity, bringing their experience, skills and commitment to the charity’s aims and objectives. Trustee skill sets are needed to cover all elements of charitable business as a trustee board must always act in the best interests of the charity, acting collectively as a group. Whilst having real-life experience of allergy your-self, or perhaps a family member, can bring important insight into living with this disease, this is not a prerequisite for this role. Allergy UK has a desire to work with all volunteers who have a desire to make a difference and are excited about our mission and committed to their own personal development within the Trustee role.



In 2021, Allergy UK carried out a major research study to find out how people perceive allergy
Find out more and share your stories allergyuk.org/its-time
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Allergy UK's Board

Allergy UK's Trustees are known as the Board of Trustees and are also our Members under our M&A. The Board comprises of:

- The Chair (appointed by the Trustees)
- The Vice-Chair (appointed by the Trustees)
- Up to 10 elected Trustees (current skill sets include HR, Finance, Legal, Paediatric Allergy, Marketing, NHS Commissioning and Data).

Trustees are accountable to the Chair of Trustees and work closely with the CEO, Operations Director, and the Board of Trustees.

The duties of a trustee are as follows:

- Ensuring that the charity is carrying out its purposes (stated objects) as defined in its governing document for the public benefit.
- Ensuring that the charity (and its trading subsidiaries) comply with its governing document (M&A), charity law, company law and any other relevant legislation or regulations.
- Contributing to the development of and agreeing a long-term strategy to achieve the charity's goals.
- Manage charitable resources responsibly, ensuring the financial stability of the charity.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Act in the charity's best interests, safeguarding the good name, integrity, and values of the organisation.
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Assist with the appointment of the Chief Executive and monitor performance through an agreed process.
- Dedicated to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities, and companies.
- In addition to the above statutory duties, 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,
 - leading discussions,
 - focusing on key issues,
 - providing advice and guidance on new initiatives,
 - or other issues in which the trustee has special expertise.



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Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Impartiality, fairness, and the ability to respect confidences
- An ability to think creatively
- A willingness to speak their mind constructively, with tact and diplomacy
- Able to challenge the status quo if needed
- Good communication and interpersonal skills
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Duration of Service

Trustees can serve a total of ten years in total. The first term is for one year and, on willingness to continue volunteering as a Trustee and re-election to the Board, Trustees can then serve a term of three years and may serve up to three consecutive terms. Non-attendance for a continuous period of six months without good reason may result in being asked to stand down from the Board. All Trustees are expected to sign a Declaration of Interest form annually.

Meetings

The Board meets four times a year with the Annual General Meeting held on the same day as one of the Board meetings. There may be travel required when meetings are held face-to-face. These are usually held in London or at the charity's offices based in Sidcup in Kent.

There may be extra-ordinary meetings called with notice periods complying with the M&A. Additional correspondence will be carried out between meetings via email, telephone or virtual as appropriate.

Reporting

The Board reports to the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator and Companies House.



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What we offer

- A clear explanation of what your volunteer role involves, including relevant training opportunities.
- Appropriate resources to carry out your role.
- A full induction into the charity and its activities.
- Opportunities to expand your skills and experience in the role.
- Recognition of your volunteering.
- The services of a Volunteer Coordinator, available to provide support and advice on the volunteer aspects of the role.
- Agreed out-of-pocket expenses reimbursed in accordance with the charity's policy.



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