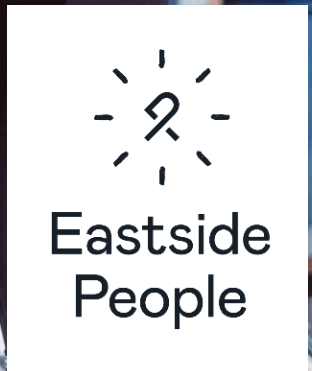




**Trustee Treasurer
Candidate
Information Pack
September 2024**



Welcome

Thank you for your interest in becoming a trustee of Lymphoma Action.

The Charity is at an exciting stage of its development having gone through a period of transformation during the pandemic. In addition, a strong financial performance over the last few years, coupled with an exceptional legacy, has meant that we have been able to develop some new and exciting projects and services. These include a new educational offering for nurses, a service to help people prepare for treatment, and work to make our services accessible to everyone.

At the heart of this development is an even stronger engagement with the people we support, so that we better understand their needs and provide services that meet those needs. Together with our staff and volunteers, passionate, committed and talented trustees are essential to the success of the Charity.

We are now recruiting for a **trustee with financial expertise** to be our Treasurer and ensure that the Charity continues to maintain a strong and sustainable financial model. Applications are welcomed from those who display vision and enthusiasm, have excellent communication and interpersonal skills, have the ability to analyse information and demonstrate a commitment to Lymphoma Action's values.

We recognise how important it is to have diversity of thinking on our Board and to represent more of the communities we serve. We therefore welcome applicants from all walks of life. We hope you will be interested and look forward to hearing from you.

Mark Harrison
Chair

About us

“ *I explain my relationship with Lymphoma Action as that of a trusted friend – someone who I can rely on to be open and honest with me about my condition and to support me in any way they can.* ”

What is lymphoma?

Lymphoma is a cancer of the lymphatic system, which is part of the immune system. It is also classed as a blood cancer, and is the fifth most common cancer in the UK with more than 20,100 people diagnosed every year, including diagnoses of chronic lymphocytic leukaemia (CLL) (which is a form of lymphoma, despite its name).

While the majority of people diagnosed with lymphoma will be over the age of 55, lymphoma is also the most prevalent cancer among teenagers and young adults aged under 30. Approximately 125,000 people are living with lymphoma and CLL in the UK.

Our services and activities can be broadly grouped as follows:

- **Information and publishing** – high-quality information leaflets and publications (including *Lymphoma Matters* magazine), available in print and digital formats and supplemented by a programme of webinars, podcasts and videos.
- **Lymphoma TrialsLink** – an online clinical trials database and information service.
- **Helpline** – open five days a week and providing much-needed emotional support. We receive almost 1,500 enquiries a year via telephone, email and live chat service on our website.
- **Peer support** – we operate a network of online support meetings across the UK supplemented by topic specific meetings and meetings for specific groups such as for young people. We also run a closed Facebook group with over 4,300 members.
- **Buddy Service** – we have a team of trained Buddies whom we link with people who need additional support or who want to speak with someone who has shared similar experiences.
- **Live your Life** – our award-winning survivorship and education programme, which is run in both digital and in-person formats.

- **Preparing for Treatment Service** – information and support to help individuals with lymphoma prepare for, and cope with, the impact of treatment.
- **Events** – a mixture of national and regional, in-person and digital events.
- **Healthcare education and training** – we run online training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma. This includes GPs, nurses, specialist trainees and consultants.
- **Website – lymphoma-action.org.uk** offering a range of information and support to circa 1.2 million web site users a year.

Financially, we are dependent on the generosity of our lymphoma community, with our funding coming from a diverse set of income streams including individual giving, challenge events, community and legacies. Pre-pandemic our income was circa £1.8m, rising steadily to reach £2.2m in 2023 (although we had an exceptional year in 2021 of over £3m due to a large legacy) and we're expecting to raise circa £2.4m in 2024.

To find out more about our work, please see: lymphoma-action.org.uk/about-us and [Lymphoma Action Impact Report 2023](#)



Our vision, mission, goals and values

Vision statement

Everyone affected by lymphoma will receive the best possible support, treatment and care.

Mission statement

Through information, education, support and influence, we will make sure no-one has to face their lymphoma alone.

Our goals



Ensure that people **understand lymphoma**.



Enable people affected by lymphoma to feel **supported by others who understand what they are going through**.



Empower people affected by lymphoma and their healthcare professionals to **communicate with confidence**.



Be a voice for people affected by lymphoma to **influence the decisions that affect them**.



Increase the impact of our work by **making best use of our resources**.

Our values

- **Focused** – we are dedicated to the needs of those affected by lymphoma.
- **Empowering** – we build confidence to make change happen.
- **Trusted** – we use our expertise to deliver quality services.
- **Innovative** – we look to a better future for people affected by lymphoma.
- **Collaborative** – we are inclusive and value our partnerships.

Treasurer recruitment

After five years of dedicated service, our current Treasurer, Keith McLeod, has decided to step down. We are therefore seeking a finance specialist to join our Board to continue the oversight of both our financial affairs and risk management. You may be in a senior management role at another charity, or you may be in the commercial sector with an interest in getting involved with a charity.

Whatever your background, we're looking for someone skilled at translating complex financial matters into everyday language to enable the Board to engage with the issues in an educated and informed way. You will also chair our Finance and Risk Committee to ensure that our financial monitoring and risk management is robust and fit for purpose, as well as attend the annual Remuneration Committee meeting.

The Charity aims to have a wide range of skills and experiences represented on the Board of trustees including experience of lymphoma (directly or indirectly), medical skills, financial and risk management skills, fundraising and communications experience, strategic planning and human resources expertise amongst others. We also recognise the value that trustees with general skills, a strong affiliation to our work or from under-represented groups, can bring.



What we can offer you

“ I joined Lymphoma Action’s Board to give something back to the community. Little did I know how much I would get back in terms of personal development!

My background is Financial Services, so moving into the charity sector, and taking on a trustee/non-executive role for the first time, required a substantial shift in mindset, and for me to develop more of the non-technical skills required of a Board member. I have especially developed my influencing and chairing skills and have been able to use these to further my non-executive career.

I have thoroughly enjoyed my time as a trustee, and I am hugely proud to have played a part in the Lymphoma Action success story.

Keith McLeod, Treasurer since 2019

Becoming a trustee is a fascinating way to engage in the not-for-profit sector. It’s a role that will give back just as much as you put in and often much, much more. Our trustees bring a wealth of personal and professional skills that they apply for the benefit of others, and they learn new skills that they can apply outside of their trusteeship. So, becoming a trustee can empower you with a great sense of contribution and purpose.

Contributing to a great cause – sustainability

There is no doubt that serving on a Board of trustees is one of the most powerful ways in which you can contribute to a cause you really care about. As a Lymphoma Action trustee, you will have an opportunity to have a real impact on our work ensuring we maximise our income so we can grow our services and reach more people affected by lymphoma. The Treasurer of Lymphoma Action is also chair of the Fundraising and Risk Committee and therefore has a broader remit that encompasses leadership and fostering the right discussions amongst the Committee members.

Strategic experience

Strategic experience can be hard to come by. Serving on a charity Board is a fantastic way of getting a head start or improving on this, at once giving you the opportunity to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills. Strategic experience gained through a trustee role can have a positive impact on your career, opening doors to new responsibilities and prospects.

Equally for those who have already had some strategic responsibilities, a trustee role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a Board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learnt to date in an entirely new context. You can gain a clearer idea of your own professional strengths and weaknesses whilst simultaneously learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your own versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

Teamworking

As a Board member at Lymphoma Action you will be part of a team and will have the opportunity to apply your unique skills and experience, while also learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow Board members, as well as those of the Senior Management Team, is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening and clearly communicating ideas and concerns are key factors in this process and often help to set the tone and culture of Board meetings.

Trustee role description and person specification

The Treasurer works to the same role description as all trustees with additional duties outlined below.

Key information

Duration:	Departure by rotation annually (in line with the Articles of Association), with the option of re-election.
Time commitment:	<p>Trustees are required to prepare for and attend four Board meetings a year (hybrid meetings via Teams and at the Aylesbury offices), one away day plus any ad hoc initiatives that may be required.</p> <p>The Treasurer as Chair of the Finance and Risk Committee also attends four of these sub-committee meetings a year in addition to the Remuneration Committee once a year.</p>
Remuneration:	Voluntary role, although reasonable travel and role-related expenses will be reimbursed.

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 Lymphoma Action's work and provides mission-driven leadership and strategic governance. Day-to-day management responsibility is delegated to the Chief Executive and the Senior Management Team.

Further information about being a trustee can be found at:

[gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

Key relationships

Other trustees, Chief Executive, members of the Senior Management Team.

Main duties and responsibilities

- To ensure that Lymphoma Action 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 purpose and objects as defined in its governing documents.
- To ensure the organisation uses its resources responsibly and in pursuance of its objects.
- To contribute actively to the Board of trustees' role in setting strategic direction for the organisation, setting overall policy, defining goals, 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 Lymphoma Action's work with people affected by lymphoma, other service users, and healthcare professionals, and to evaluate impact and regularly measure the organisation's performance.
- To approve the annual budget, audit 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 recruiting 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 Lymphoma Action to stakeholders and act as an ambassador for the organisation.
- To support Lymphoma Action's fundraising efforts, make connections and introduce relevant contacts.

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.

Additional duties for Treasurer

Time commitment: Five meetings per year (in addition to role as trustee).

- Leading and chairing the work of the Finance and Risk Committee, which meets four times a year, and ensures that the Committee oversees strategy and policy in all matters relating to the Charity's financial affairs.
- Attending the annual Remuneration Committee, alongside the Chair and trustee with HR expertise.
- Ensuring that the Charity has an appropriate reserves policy and investment policy.
- Advising on and approving the financial implications of the organisation's strategic plans.
- Ensuring the organisation's compliance with financial legislation.
- Leading the trustees in ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission.
- Ensuring that the accounts are scrutinised by the external auditors and any recommendations are implemented.
- Keeping the Board informed about its financial duties and responsibilities.

- Contributing to the financial strategy of the organisation.
- Approving the accounts at the Annual General Meeting (AGM).
- Bringing impartiality and objectivity to the Finance and Risk Committee's recommendations and Board of trustees' decision-making in respect of financial matters.
- Sitting on selection, disciplinary, grievances and complaints panels, as required.
- Reviewing the draft Trustees' Annual Report and the annual audited financial statements before submission to the Board for approval. Reviewing the external auditor's letter of representation for signature by the Treasurer and Chair of trustees. Discussing with the auditor matters arising from the audit, including the recommendations in the annual management letter.
- Reporting to the Board on audit matters.

Risk management matters

- Advising the Board of trustees on the strategic processes for risk management, control and assurance including on any key policies related to these matters.
- Reviewing and scrutinising our risk assurance mechanisms including the Risk Register and the Risk Appetite Statements and the presentation of these in the annual report and accounts.
- Regularly reviewing the Charity's Board-level risks in terms of the scope of those risks and key existing controls and receiving regular reports from the executive team on the management of major risks faced by the Charity.
- Helping to drive continuous improvement in the organisation's risk and compliance culture and practice.
- Escalating risk and assurance matters as appropriate to the Board of trustees.
- Investigating on behalf of the Board of trustees any matters or areas identified of specific concern.

Person specification

Skills and abilities

- Certified accountant or equivalent
- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative and strategic thinking and vision.
- A willingness to speak their mind.
- Tact and diplomacy.
- Understanding and acceptance of the role of a Board of trustees for a charitable organisation (including the legal duties, responsibilities and liabilities of trusteeship).
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the organisation.

Qualities

- A passionate enthusiasm for supporting those affected by lymphoma, and a commitment to Lymphoma Action.
- The capacity to understand and to empathise with the issues and concerns of those affected by lymphoma.
- Willingness to demonstrate Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Values and behaviours

To embed our values internally, we have developed behaviours underpinning the values that apply to our staff and trustees:

Focused

- You focus on goals and on the best outcomes for our beneficiaries.
- You are strategic and make good decisions and don't just focus on short-term needs.
- You work in a flexible way, responding to new insights that will help us increase our impact.

Empowering

- You inspire people, celebrate success and acknowledge the efforts of others.
- You support people to take on tasks and be confident in their decisions.
- You respect the decisions of others and are resilient in the face of change.

Trusted

- You are empathetic and show compassion but respect professional boundaries.
- You do what you say you're going to do and take responsibility for your decisions.
- You are open and honest with yourself and others.

Innovative

- You are curious, open to new ideas and don't miss opportunities.
- You make time for reflection, creativity and learning and encourage others to do the same.
- You are willing to try new things and you learn quickly from your experiences.

Collaborative

- You are inclusive, treat everyone as an equal and embrace diversity.
- You listen well, communicate openly and share your skills and knowledge with others.
- You believe in the value of relationships and understanding differing perspectives and feelings.

How to apply

[Eastside People](#) is supporting [Lymphoma Action](#) in the recruitment of this role.

Please click [here](#) to apply by submitting your CV and a cover letter, which should cover the following:

- Why are you interested in the Treasurer role at Lymphoma Action?
- How can you contribute to Lymphoma Action as a trustee? Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the Person Specification.

If you would like a call to discuss the role in more detail, please email Lucinda Shaw, lucinda@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

The closing date for applications is Monday 21 October and longlisting interviews, held by Eastside People, will take place that week. Interviews with Lymphoma Action for shortlisted candidates will be held remotely on **Tuesday 29 October**.

The successful candidate will be invited to remotely attend a Finance and Risk Committee meeting on 4 November.

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so that we can help make the application process work for you.

As an inclusive organisation we welcome applications from all sections of society, from those with the potential to make great trustees and from those that will help increase the diversity of thinking on our Board. We would particularly welcome applications from younger people, those with disabilities and people from minority groups, and from different backgrounds and experiences.



Eastside People

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