FND Hope UK
Trustee Recruitment Pack
FND Hope UK is seeking additional trustees to lead the organisation through their goals and initiatives to meet its charitable objectives.

The role of a trustee requires people with strong commitment to raising public awareness and understanding of Functional Neurological Disorder (FND), to empower patients to better health. We are looking for people who will bring a diverse range of experience to the board.

The role will be for an initial 3 year term, renewable and is voluntary, with out of pockets expenses reimbursed.

Thank you for requesting a copy of FND Hope UK board recruitment pack. For more information about the role please contact Mrs Dawn Golder, Executive Director / Trustee at daw@fndhope.org or Matt Birtwistle, Chair of the Board at matt@fndhope.org

For more information please go to www.fndhope.org

**About FND Hope UK**

FND Hope UK is part of the first and only global patient-led charity for people with Functional Neurological Disorder. 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’s grassroots advocacy work began on the 13th April 2012 when fndhope.org became the first patient-based website specifically for patients diagnosed with Functional Neurological Disorder. The site originally provided a handful of pages containing information, most of which was not available elsewhere.

FND Hope went on to become the first registered 501c3 charitable organisation in the world. The early years consisted of building a strong foundation for FND Hope to create a platform that would allow the organization to join forces with others in a global network to advocate best practices for ethical patient-centred care for FND.

FND Hope UK was the first non-profit in England and Wales providing support for those throughout the UK. Together FND Hope in both the US and UK continued to forge ahead connecting researchers and patients, whilst building awareness through online social media outlets and engaging in important medical coding discussions. This strong collaboration has allowed FND Hope to influence various issues surrounding FND. 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.
Together the registered charities aim to change how functional symptoms are understood and defined globally and work in a concerted manner to advocate for the men, women, and children who have had their lives turned upside by physical and often debilitating functional symptoms. FND Hope and affiliates provide current information and dispel biased stereotypes and myths.

**FND Hope UK Mission**
Our mission is to promote awareness, support affected individuals, and advance research for the prevention, treatment and recovery of FND.

**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 Strategy**
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:

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

**How we deliver**
- Creation of Patient packs and Educational Materials to be disseminated to the FND Community, Medical and Allied Health Professionals in collaboration with FND Leading experts.
- Engaging in medical conferences such as the BNPA (British Neuropsychiatry Association) and 3rd FND International Conference
- Encouraging participation from the general public and our FND community in our Annual International Awareness Campaign World FND Month #FNDAware
- Online Webinars that allow our FND community to participate in Q&A sessions with leading FND specialists.
- Creation of a Scientific Patient Registry which is a platform for our members to volunteer for research programs. Leading researchers in FND can access this resource to create targeted research populations.
Our Focus for 2019 / 2020

- Build and maintain collaborative relationships and partnerships with other organisations/charities
- Maintaining our compliance with GDPR
- Hold quarterly meeting with our FND Hope UK Board of Medical Experts with leading FND specialists within the UK
- Continue to help and support all fundraisers who choose FND Hope UK as their charity
- Research and apply for sponsorship and grants
- To participate in our Annual International FND Awareness Campaign April #FNDAware WORLD FND MONTH
- Advocate and campaign for our FND Community for better treatment care pathways via our MPs, Petitions, membership organisations and continuing to write to NHS England STPs/CCG till we receive confirmation of treatment plans
- Continue to launch more Peer Support Groups within the UK in collaboration with leading FND Specialists
- Continue to engage in the Research Board to review and approve research projects from leading researchers.
- To work with medical professionals and the Director of NICE Guidelines to create an FND NICE Guideline for England and Wales
- Continue to find ways to advocate for FND through Parliament, via petitions and setting up Parliament events through sponsorship via MPs, MSPs, MLAs and MAs.
- Continue to advocate for better health via campaigns and lobbying

Structure
FND Hope UK is a Charitable Incorporated Organisation and all trustees are bound by Charity Law

Application Process
If you would like to apply to join FND Hope UK Board of Trustee, please apply in writing either by post or email outlining the reasons why you are applying, giving evidence as to how you meet the person specification for the role and name 2 referees.
Please send your letter of application to:
Dawn Golder, Executive Director via email: dawn@fndhope.org
Or by post
FND Hope UK, 21 Chetwode, Banbury, OX16 1QN

Trustee

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>FND Hope UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Reports To</td>
<td>Chair</td>
</tr>
<tr>
<td>Volunteer Unit</td>
<td></td>
</tr>
<tr>
<td>Date Completed</td>
<td>3/2018</td>
</tr>
<tr>
<td>Volunteer Position ID</td>
<td></td>
</tr>
<tr>
<td>Volunteer Value Statement</td>
<td>Together we will foster and unite our FND Hope community with hope, respect and empowerment.</td>
</tr>
<tr>
<td>Volunteer Purpose Statement</td>
<td>Trustees share ultimate responsibility for governing FND Hope UK and direct how it is managed and run.</td>
</tr>
<tr>
<td>Volunteer Activities</td>
<td></td>
</tr>
<tr>
<td>- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy</td>
<td></td>
</tr>
<tr>
<td>- Ensuring that the organisation complies with its governing document – constitution, charity law and any other relevant legislation or regulations</td>
<td></td>
</tr>
<tr>
<td>- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public</td>
<td></td>
</tr>
<tr>
<td>- Ensuring that the organisation defines its goals and evaluates performance against agreed targets</td>
<td></td>
</tr>
</tbody>
</table>
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

### Volunteer Qualifications

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

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- 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.

### Trustee Volunteer Skills

Ensure FND Hope UK is carrying out its purpose for the benefit of the public

- Understand FND Hope UK purpose as set out by our governing document
- Plan what FND Hope UK will do, and what we want to achieve
- Explain how FND Hope UK activities are intended to further or support our purpose
- Understand how FND Hope UK benefits the public by carrying out our purpose

Comply with our FND Hope UK constitution governing document

- Ensure FND Hope UK complies with it governing document
- Comply with charity law requirements and laws that apply to FND
<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>The following would be ineligible to be on the board:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reason for</td>
</tr>
</tbody>
</table>
Disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement

From 1 August 2018, new disqualification reasons were added: these include being on the sex offenders’ register, unspent convictions for a wider range of offences including bribery and money laundering, or disobeying a direction of the Commission.

If any of the current or new disqualification reasons apply to you, you may be able to get your disqualification lifted (or ‘waived’) by the Commission. The Commission will carefully consider whether granting a waiver is appropriate, although there are some situations where it has no power to grant a waiver – for example, where a trustee is disqualified as a company director.

Note that board members may be dismissed if they fail to declare circumstances which make them ineligible to be on the Board and these subsequently become known.

**Equality and Diversity**

FND Hope UK is committed to the fair treatment of its staff and trustee and to users of local services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age or disability.