

Trustee Recruitment Pack

2024



Who are we?

Our History.

Tackle Prostate Cancer is the campaign name of The National Federation of Prostate Cancer Support Groups, Registered Charity No 1163152. We became a charity in 2008, however the history of our federation started with our pioneering support groups in the mid-1990s. The charity is a ‘membership’ charity and our members are the individual support groups themselves, over 120 across the UK. We are a small charity with a small staff team supported by sub-contracted specialists. We are very much a hands-on charity looking for hands-on trustees to serve on our Board of Trustees.

Our Mission

To be the “go-to” charity for peer support for people living with and affected by prostate cancer. To achieve this, there are three main aims:

- 1. Supporting patients**
- 2. Raising awareness**
- 3. Campaigning on issues**

The Challenge

1 in 8 men and 1 in 4 black men will be diagnosed with prostate cancer in their lifetime.

With more than 52,000 men on average diagnosed with prostate cancer in the UK every year, means that early diagnosis is vital for curative treatment. Treatment may lead to life changing side effects where over 475,000 live their lives after having being diagnosed with prostate cancer.

With many people, especially men, finding it hard to talk about prostate cancer, means that the awareness of the disease isn't as great as it needs to be. Topics such as incontinence, intimate relations and treatment side effects are still very much taboo and we want to encourage and offer people who are living or affected by prostate cancer, a safe space - through our support groups - to talk about what they're going through.

The individual voice of someone affected by a prostate cancer diagnosis is not loud. The collective voice is louder, we aim to amplify and campaign the issues that are important to all those living with or are affected by a prostate cancer diagnosis.

What we do

We understand that prostate cancer doesn't only affect the person diagnosed. Our support groups, and on line resources, are here to help those diagnosed and their loved ones every step of the way.

Share best practice

We share best practice amongst member groups, holding monthly network meetings, an on-line portal for group leaders, and an annual conference along with other workshops and training events as required.

Signposting

We host and maintain a website that acts as a directory signposting to our member groups.

Patient-led

Across our service, we aim to have individuals who are living with or have been affected by prostate cancer front and centre of our activity

Financial & marketing support

We financially support member groups with grants and use our marketing platforms to help raise the awareness of support groups across the UK.

Medical integrity

We are not medical experts and so we operate a clinical advisory board which ensures the medical integrity of what we do and the positions we take. This is led by Professor Frank Chinegwundoh MBE, one of our elected trustees who acts as the Chair of our Clinical Advisory Board.

We identify geographical gaps

We work to grow our existing support groups and build new groups where no groups exist.

Responsibilities

- To ensure that Tackle Prostate Cancer operates within its constitution and abides by all relevant charity legislation
- To oversee, review and develop the charity's governance and constitutional arrangements
- Working to maximise the effectiveness of the Board
- To set and review the strategic aims of the organisation
- To provide leadership across the organisation to ensure that the strategic aims are met
- To ensure the good management of the organisation
- To ensure that the assets of Tackle Prostate Cancer are protected and oversee all financial affairs of the organisation
- To at all times make decisions and undertake their duties in the best interests of the organisation, in accordance with all appropriate legislation and the aims and values of the charity
- To actively participate and or lead a working group that supports in more detail a specific aspect of Tackle Prostate Cancer's work such as finance, fund-raising, communication, strategy. These will meet on a more regular basis for example, monthly.



Board Membership

The Board consists of seven elected trustees and three appointed trustees who are appointed by the elected trustees and they typically bring a specific skill or experience such as with our treasurer. Trustees are elected for three years. These are all unpaid roles, however expenses are paid in accordance with the charity's expenses policy.

Board meetings are currently held on a quarterly basis during the day. They are usually held in person across the UK but are also held via the Zoom platform when circumstances require. Trustees are also expected to attend the Annual General Meeting (AGM).

Each trustee needs to:

- **Make time to prepare for and attend AGM, board and their working group meetings**
- **Be ready to support the charity between meetings or with other activities, such as:**
 - **considering issues over e-mail, discussing matters over the phone with others, attending remote meetings.**
 - **acting as an ambassador for the charity to help achieve the charity's aims.**
 - **It is essential that trustees that have the necessary time and passion to take on the trustee role.**

Recruitment Process



As a charity we wish to have a board of trustees that is representative of the population it serves – those affected by prostate cancer. We believe that a diverse board, in the widest sense of the meaning, is important as it creates more balanced decision making. Advertising openly and widely about our open positions will give us the best chance of finding the trustees we need and we will look hard at any barriers for potential trustees and remove any barriers we find to be unnecessary that are unintentionally limiting who can apply to be a trustee.

Trustees still need to be elected into position at the AGM and their nomination will ultimately need to be supported by one of our many member support groups.

As a board we can propose one or more candidates to the membership who we consider to be most suitable for the board vacancies. At the 2024 AGM, to be held on 17th June 2024, we have two vacancies that need to be filled. The board will conduct a review of all applications to help decide which ones to propose to the members. We don't know how many people will apply so we cannot promise everyone an interview, however for the ones the board believe to be the most suitable from all the applicants we will hold interviews to allow for a good exchange of information.

Interested?



Please do send a brief CV, one page would be great, and a covering letter supporting your application. Please note that these documents may also be sent to members as part of the election process.

Please email: aidan.adkins@tackleprostate.org

Interested but have some questions?

Contact aidan.adkins@tackleprostate.org to arrange a chat with one or more of the current trustees. See also our [Frequently Asked Questions](#)

FAQ

Q. Are you looking for any particular skillset or experience?

A. The skillset that is currently missing from the Board is someone who has experience of funding for charities, and someone who can take the lead in this for the charity. As a board, like any charity or company we need a full range of skills or experience for our back-office support such as IT, purchasing, legal, statutory filings, safe-guarding, governance, media management, etc. Most importantly we need trustees who have the passion and time to help deliver the charity's aims.

Q. Will there be an induction for new trustees?

A. Yes. It will be based on the individual needs of the new trustees.

Q. I have a lot on at the moment, but am interested. What should I do?

A. Start talking to us. We do wish to build a pipeline of candidates who are ready to fill future vacancies.

Q. I have not done this type of role before. I am not sure if it is suitable?

A. This is true for many trustees before they become a trustee. We can help you see what transferable skills from your previous experiences you might have. Talk to us.

FAQ

Q. I am not a member of a support group. Can I apply?

A. Yes. All trustees will need to be members of a support group on appointment and will need to be proposed by a member group before standing for election, but we can help with this.

Q. I am not a man with prostate cancer, but my father is and I do support him.

A. You are someone who is “affected by a prostate cancer diagnosis” who the charity aims to support. You could be a son or daughter, partner or carer of someone diagnosed with prostate cancer. We want a board that is representative of those who we aim to support.

Q. I am disqualified from being a Company Director, can I still apply?

A. No, all trustees must be eligible to become Company Directors for the charity in accordance with the Companies Act.

Q. How does the election process work?

A. In accordance with our Articles, prior to the Annual General Meeting nominations for the trustee vacancies are circulated to all members for election. These nominations might have resulted from this open advertisement process or may originate directly from a support group. If there are more nominations than vacancies then an election takes place with each member group having a single vote to elect their preferred candidates. Some member groups pass their proxy vote to the board for them to decide on their behalf and that is why some effort is made in advance by the board to determine the most suitable candidates.