



Trustee of the MS Society

Volunteer Role Description

We're the MS Society. We fund world-leading scientists as they search for new treatments. We make sure everyone can access expert information and services to help them live well with MS. We speak up together, to make sure everyone's voice is heard and rights are protected. We support one another when times are tough and celebrate together when they are good. We make sure no one has to feel alone. Together we are a community. And together we will stop MS.

Our Board of Trustees sets our strategy, values and culture, and oversees their implementation. The Board agrees our annual plan, budget and performance targets on an annual basis. It monitors the charity's performance and is responsible for managing risk and our compliance with regulatory and statutory requirements.

Accountability

The MS Society is registered as a charity in England and Wales, Scotland and the Isle of Man; and as a company limited by guarantee. Our Board of Trustees are also our Company Directors, and as such, they are responsible for the governance and effective functioning of the MS Society under charity and company law, and other relevant legislation and regulations.

The purpose of this role

As a Trustee of the MS Society, you'll support the delivery of our charitable objects by playing a critical role in setting our strategic direction, supporting and challenging the Chief Executive and the Executive Group, and setting and upholding our values and culture.

What the role involves

- Ensuring clear strategic direction, and setting and monitoring our policies, goals and objectives.
- Safeguarding our reputation and promoting our vision and mission.
- Acting as an ambassador for the MS Society and upholding our values.
- Approving our annual business plan and budget.
- Approving our annual report & accounts and receiving the auditor's report.
- Protecting our assets, ensuring our funds are invested properly, and administered effectively and efficiently.
- Preparing thoroughly and participating fully in Board meetings.

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- Using your specific skills, knowledge or experience to help the Board to reach sound decisions.
- Upholding all decisions properly made by the Board.
- Undertaking Board committee and working group responsibilities, as appropriate.
- Keeping up-to-date with charity law, company law and other relevant legislation and regulations.
- Building strong, effective and trusting relationships with fellow Trustees, members of the Executive Group, senior leaders and stakeholders.
- Ensuring the MS Society complies with its constitution (Articles), charity law, company law and other relevant legislation and regulations.
- Maintaining appropriate confidentiality, disclosing any conflicts of interest, and abiding by our Code of Conduct, policies and procedures.

Skills and experience you need for this role

- Strategic vision and the ability to think creatively.
- The ability to operate effectively as part of a team, and a willingness to offer constructive challenge and support collective decisions.
- The ability to listen to, read and assimilate information quickly and effectively.
- The ability to act corporately and not in the interests of one particular group, and to reach objective and independent decisions.
- An understanding of MS and the effects of living with it, together with an appreciation of the work of the MS Society.
- An understanding and appreciation of the roles of Trustee and Company Director and the desire and ability to take part in committees of the Board, attend all meetings and undertaking associated tasks.
- The ability to communicate with a wide variety of people and organisations, including the ability or potential to speak at public engagements.
- Willingness to promote or engage in fundraising activity according to interests.
- The ability to act as an ambassador for the MS Society.
- Behaviours that demonstrate, model and reinforce the MS Society's values – Bold, Expert, Ambitious, and Together.
- Commitment to diversity, inclusion and equality.
- The ability and commitment to devote sufficient time, preparation and effort to discharge the responsibilities of the role.

Requirements of joining our Board of Trustees

Before appointing a person to our Board of Trustees, we need to ensure you meet the legal and constitutional eligibility criteria. To do this, we ask for two references, and run checks with organisations such as the Charity Commission, Companies House, the Disclosure and Barring Service and the Individual Insolvency Register.

You will take part in a comprehensive induction programme, including sessions with the teams who lead on delivering our ambitious strategy. You will also learn about your responsibilities as a Trustee/Director. You will be required to maintain data

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protection, safeguarding and cyber security compliance training, and you will undertake an annual review with the Chair of the Board of Trustees.

Expected time commitment

Trustees are expected to attend four Board meetings per year and an annual Strategy Development Day.

Most Trustees also join a Committee of the Board, as appropriate to their skills and experience, which meets 2-4 times per year.

Trustees are expected to participate in ongoing development, which may include in-person or online workshops, facilitated training and eLearning modules.

Between meetings, Trustees may be required to meet, or take part in phone or email discussions with the Chief Executive, other staff and volunteers, as necessary.

Sources of support

We will ensure that whilst volunteering with us you will have access to all the support you need to feel comfortable, confident in what you are doing, and able to achieve the most impact throughout your time with us.

You will be paired with Trustee and Executive Group buddies to help you settle in, and you will have regular check-ins with the Chair of the Board of Trustees and our Governance Team.

You will have access to our Board Reading Room, which holds a comprehensive range of internal and external resources to support you in your role. We will ensure that you have opportunities to connect with the MS community and get involved in the areas of our work that interest you the most.

Our Volunteering Programme

When you volunteer with us, you join our powerful community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers.

Our shared commitments help keep our Volunteering Programme enjoyable, meaningful and safe for everyone. Download [Our Commitments](#) here.

Approved by the Board: February 2021

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