1. What rules govern YoungDementia UK trustees?
   Trustees are responsible for making sure that all charity activities are legal and conform to the requirements of the Charity Commission. In addition, trustees must follow the rules set out in the Memorandum and Articles of Association for YoungDementia UK (copy available on request). Trustees are expected to sign a code of conduct on joining (copy available on request). There are currently eight trustees on the board of the nine allowed.

2. How many meetings are there?
   There are six board meetings per year (two focused on strategy) and an AGM. There are also a number of working groups which do not include all of the trustees, and there is no expectation that the Chair is a member. These groups feed recommendations into the board meetings. Finance and Fundraising meet quarterly, Remuneration and Personnel meet once a year. Other meetings will be arranged as considered necessary or beneficial.

3. YoungDementia UK is a company as well, what does this mean?
   As a trustee you will also be registered at Companies House as a director of the company and will have the responsibilities of a company director. The financial implications, unless due to fraud or negligence, are limited by the governing document to £10.

4. What are YoungDementia UK’s strategic objectives?
   Two of the six board meetings a year focus on our overall strategic direction with updates at every board meeting. Trustees have driven the development of a detailed three-year strategic action plan. A summary of our strategic priorities is produced each year. In brief for 2018 - 2019 these are:

   Young Onset Dementia Community – Direct Support
   - With people with young onset dementia and families, continue to develop, maintain and protect our Oxon support service
   - Expand Young Onset Dementia Service geographically

   Young Onset Dementia Network of people with personal and professional experience
   - Further develop and promote the Young Dementia Network

   Young Onset Dementia Community, Network and Society
   - Create and communicate young onset dementia materials using digital and other media for the fulfilment of Community, Network and Society strategic goals
   - Further develop YoungDementia UK national brand

   A copy of our strategic action plan is available on request

5. What resources does YoungDementia UK have?
   YoungDementia UK is a cloud based organisation and everyone works from home so there is very little property or assets (some IT equipment, display and
fundraising items). We rely on funds from statutory funding through contracts, Trusts and Foundations, individual donors, members’ contributions and community fundraising for our income (further details in Annual Accounts or our Annual review on our website).

We own registered trademarks for YoungDementia UK and more recently the Young Dementia Network, the collaborative national Network that we set up in September 2016.

6. **What is the leadership style within the organisation?**
   We aim for open, clear and honest communication between all trustees and staff and expect and have mutual respect. We have clear agendas for our meetings which are discussed and agreed between the Director and the Chair, the strategy lead or other appropriate lead trustee in advance.

   Board meetings follow a formal structure and are kept to time but in an informal atmosphere. The most recent trustee review confirmed that trustees feel that their views are listened to and there is a good working relationship between staff and trustees.

7. **Who makes the decisions and where does responsibility lie?**
   Trustees retain the overall responsibility for strategy and policies and delegate the operational management to the Director and the newly formed management team. The Director attends board meetings to provide advice, guidance and updates with occasional attendance by other key members of staff. We have a contract with an HR and employment consultancy to provide further advice if it is required on our obligations for our employees.

8. **How much time does the role take?**
   The role takes approximately 8-10 hours a month but will vary depending on the meetings calendar. Most of this time will be spent preparing and agreeing board agendas with the director, preparing for the meetings and attending meetings. Time needs to be set aside each week to check and respond to emails. The Chair would also be expected to represent YoungDementia UK at a range of external events.

9. **Who are the beneficiaries?**
   Our beneficiaries are people with young onset dementia, their families and supporters within the UK. We also support professionals working in this area through the conference, our website and the Network.

10. **What does training and induction consist of?**
    New trustees are given information on the charity in a one to one with the Director and they will be set up with an email account and access to our cloud-based office. They are expected to attend some of the charity events to get to know staff and members. Any specific skills or knowledge they feel they need in their role will be addressed individually and further information or specific training arranged. A probationary discussion will take place after six months to address any issues on either side, in the case of the Chair, this will take place with the Vice Chair and a trustee.