

Role Description

Role Title	Trustee with a special interest in information technology
Purpose	<p>To govern, develop and sustain the charity for the benefit of people with young onset dementia and their families in pursuit of the charity's vision</p> <p>In particular this role will support the charity in developing and sustaining IT systems and strategies to meet the growing and complex demands of a growing national charity working remotely</p>
Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Time Commitment	There are four board meetings and at least two strategy meetings per year. In addition, Trustees are expected to participate in at least one working group and play an active role in the development of the charity. See below for further guidance
Term of Office	Three years – with potential for re-election

Context

YoungDementia UK, is the only national charity dedicated to supporting people living with young onset dementia (under 65 years) and their partners and families. Informed by people living with the condition, we have provided high quality face to face individual, group and family support in Oxfordshire and borders since 1998.

In response to the inadequate support for people with young onset dementia in most areas of the UK, we are developing a programme of national initiatives. These new activities will enable us to reach out to every person living with young onset dementia in the UK.

One of our most important national initiatives is the collaborative Young Dementia Network providing opportunities for members to share their experience and to learn from each other. Through the Network we aim to influence and inform national and local policies, seek to establish high standards of support and contribute to the development and improvement of young onset services in the UK.

Other national activity includes the development of regional young onset hubs to enable local support and the enhancement of our digital services.

Main Duties

- To ensure that the charity complies with our governing document which is our memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity pursues its objects as defined in our governing document
- To ensure that the charity applies its resources exclusively in pursuance of our objects
- To contribute actively to the board of trustees' role in pursuing a clear vision, giving strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name, reputation and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the director and monitor his/her performance
- To represent YoungDementia UK at events and meetings, and act as a spokesperson and ambassador, as appropriate, externally in fostering relationships with potential supporters and funders
- To identify the ways in which they can actively contribute to YoungDementia UK's fundraising activity

Specific responsibilities relating to Information Technology

- Support the charity in developing an IT strategy that will support its long term strategic and operational aims
- Advise on technology operations and procedures that will enable remote team to effectively communicate and information share
- Advise on IT security controls in liaison with the charity's IT consultants
- Advise on new developing technology and advances that might benefit the charity
- Advise on ensuring that the charity's systems comply with relevant data protection and privacy regulations

Person Specification

- A commitment to the charity, its cause and values
- Ideally experience of young onset dementia but, if not, a willingness and commitment to learning about the condition
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your 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
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to impartiality, fairness and to promoting equality and diversity

- Experience and understanding of the importance of evaluation, review and analysis, and of understanding and communicating the charity's impact
- Good communication and interpersonal skills and willingness and confidence to speak publicly
- It would be desirable for trustees to have knowledge of the type of work undertaken by the charity
- An understanding of the voluntary sector and other networks, ideally within the health and welfare sector

Person Specification IT

- A good track record working in a senior IT role
- Experience of implementing and running a cloud-based system
- Up to date strong technological knowledge and expertise
- Experience with advanced CRM systems
- Experience of working in information security management
- A good working knowledge of database and software development methodologies
- Experience in analysis and implementation/upgrade of IT systems

Summary requirements of YoungDementia UK Trustees

- **Time** – to fulfil duties as a YoungDementia UK trustee, please allow time to prepare for meetings including reading the papers and keeping well-informed. This will enable full participation in the discussions and decision-making; allow time for regular attendance at quarterly general board meetings which are held in Oxfordshire in the daytime or evening, and at least two other meetings which focus on strategy; In addition, the trustees and staff have a series of working groups enabling time and focus on particular topics including finance, service development, personnel, remuneration – some are regular, some ad hoc or annual. Trustees are encouraged to participate in at least one working group
- There are occasional events for all the team which trustees are expected to attend to familiarise themselves with the staff and members. These include at least one team workshop and at least one Social Event each year
- Trustees are asked to allocate time to fully understanding the role of governance and the responsibilities that accompany the role
- The trustee role requires a minimum of 10-12 hours/month, allowing for attendance at meetings a year and other regular communications
- Honorary roles such as Chair, Vice Chair and Treasurer will require more time according to the needs of the role

Work Style

- Adoption of e-working/e-communications; for most effective use of charitable resources, we work on the cloud, by skype and email utilising MS 365 suite of IT facilities and trustees are expected to familiarise themselves with this and work with this method; trustees are requested to respond in a reasonable time

(within a week usually) to e-communications and to participate in e-decision making as part of their trustee role. Training and support can be given

- Trustees are asked to be reliable and lead by example in the fulfilment of commitments on behalf of YoungDementia UK and adopt similar high standards to those that would be expected of YoungDementia UK staff; For efficient working and best use of charity resources, trustees are requested to provide prompt responses and timely notification of apologies for all trustees' meetings
- New trustees will be asked to fulfil an induction programme within 6 months of their arrival and at the end of that period, will be invited to review their role and introduction to YoungDementia UK with the Chair or Vice Chair. There will be annual reviews thereafter

Trustees taking on other Roles within the charity

Trustees may be able to take on other roles within the charity, with agreement. In addition to the volunteer role as a member of the governing body, trustees may act as volunteers in other ways such as fundraising, profile raising, helping at social events or training. When undertaking another volunteer role other than trustee role, direction should be taken from the person with responsibility for managing or supervising that area of the charity's work.

Revised August 2019