LLOYDS BANK FOUNDATION
2015 CHARITY ACHIEVEMENT AWARDS
REGIONAL WINNER

GET ON BOARD

How to become a Trade trustee

Trade Sexual Health - Sex. Love. Life.

Trade Sexual Health (Trade) is an award-winning health charity working with under-represented communities within Leicester, Leicestershire and Rutland, particularly with lesbian, gay, bisexual, trans (LGB&T) communities and men who have sex with men (MSM).

At Trade we use the strap line "**Sex. Love. Life.**" This clearly defines the strategy behind our work with the health of our target communities.

Sex; at the core of our work, looks at sexual health and linking that to sexual pleasure and the costs and benefits we all negotiate to make decisions about how much sexual risk we are prepared to take. Local need shows that Leicester City has a high prevalence of HIV and high rates of other STIs, we therefore offer services to reflect the needs around these local statistics, including testing services, information and advice and a range of outreach services and health promotion campaigns.

Love; explains the focus on service user's feelings about themselves, understanding that if you are unhappy with yourself and who you are you are more likely to take risks with your health e.g. suffering mental health problems. This is borne out in figures with much greater mental health inequalities for our communities. Our information and advice, one-to-one and counselling services are aimed at this area of need.

Life; indicates the work we do in partnership with other health stakeholders to support our service users in wider health issues that may impact on their lives and their health choices. The LGB&T communities have higher rates of smoking, alcohol misuse and other substance misuse than their heterosexual counterparts and for much longer in their lives, so it is important to us at Trade that we look at our client's health needs holistically and offer services that understand the complex lives of the people we serve.

Trade also runs social and support groups for men living with HIV, South Asian and Middle Eastern LGBTQ communities and a volunteering programme for people who have skills and time to give. We offer many of our services online, on the telephone, as well as from our offices, the local gay scene and in the local LGB&T communities.

Trade Sexual Health - Sex. Love. Life.

From its inception as a small gay men's project, Trade has always taken a broad, holistic approach to sexual health. Trade Sexual Health, wasn't born until 2000, when it became a charity in its own right, working in partnership with statutory and voluntary organisations serving lesbians, gay men and bisexual (LGB) communities and any men who have sex with men and those questioning their sexuality.

Over the next decade and beyond, Trade Sexual Health has grown to provide some services to Trans communities and to widen our remit beyond Leicester, Leicestershire and Rutland, building partnerships nationally, taking the lead in gay men's HIV prevention work for the whole of East and West Midlands, as part of HIV Prevention England (HPE). Our innovative projects; such as the sauna clinics in partnership with University Hospitals Leicester were given an NHS GEM award. Other work including our full GU testing service at Pride is now recognised as good practise nationally and paved a way for other HIV prevention agencies to create similar events at Pride's in their cities.

Whist the larger proportion of our work is still predominantly with gay and bisexual men, as well as MSM, the expertise we have in this area sees us extending our remit to the benefit of New Arrivals and the extension of our existing counselling service to include Black, Asian and minority ethnic communities.

Trade takes a holistic approach to health and well-being. We create supportive environments for the communities we work with who depend not only on our strengths as an organisation, but also on our capacity to build partnerships to empower them.

Trade Sexual Health remains at its core a local charity dedicated to supporting LGB&T people, with firm partnerships with LGB&T communities, stakeholders, voluntary organisations and partners to ensure services are accessible and LGB&T friendly.

In recent years Trade Sexual health has developed a range of specific partnerships with individuals and organisations. These partnerships have resulted in Trade Sexual Health providing dedicating counselling services, support for South Asian LGB&T communities, providing a range of services for people living with, or at risk of becoming infected with HIV, including 1-2-1 services, community mobilisation, HIV and STI testing, general health screens, sexual health promotion, community development and outreach to name a few.

In addition, Trade has a constantly growing and changing volunteer base. It is important to us that we keep our communities at the heart of what we're doing and by using a volunteer base that is entrenched in the communities that we serve, we feel we achieve this. Some of our volunteers are highly skilled before they join Trade and choose to use their skills with us; such as our volunteer counsellors and board members and some of our skilled volunteers are trained by us, such as our rapid HIV testers and outreach workers. Others like to give up they time in a less skilled capacity, to make up our condom packs or fill up our leaflet racks, but whatever the skill level, time restraints or interests, we will find a volunteer opportunity that fits and contributes to Trade's goals.

The role and remit of the Board of Trustees

Each new member of the Board of Trustees (BOT) will be asked to meet with the BOT chair for an induction session prior to the first management meeting they attend. The aim of this meeting is to highlight the role of the group and the responsibilities of a trustee on the BOT.

The meeting will also allow the chair of the BOT to indicate the tools they will need in order to contribute to the management meetings fully (e.g. explanation of jargon, acronyms etc.).

It is also an opportunity for the new Trustee to discuss any queries or issues they may have, so as to allow them to participate fully in the BOT.

1. The overall aims of the Board of Trustees and Directors

- To ensure that the highest quality services are provided to our target groups.
- To maintain an overview of Trade Sexual Health and to monitor and ensure its effective running.
- To safeguard the values and principles of Trade Sexual Health.

2. Objectives

2.1 To develop and co-ordinate strategic and action plans for Trade Sexual Health as a whole in line with negotiated contracts.

2.2 Directors:

- To take responsibility to negotiate contracts.
- To ensure that contract obligations are met on a day-to-day basis.
- To allocate tasks to staff.
- Decisions related to staff workload and implementation of agreed work plans.

3. Accountability

3.1 The Directors to give written reports to the BOT which outline the following

- Work activity.
- Developments within Trade Sexual Health.
- Contract compliance.

3.2 All public reports to be authorised by the Directors.

4. To monitor and evaluate the effectiveness of the work of the project

4.1 Directors:

- To develop procedures that monitor the volume and effectiveness of the work.
- To write reports on the work of Trade Sexual Health as a whole.

4.2 Staff:

- To write regular reports on work undertaken.

4.3 Board of Trustees:

- To approve areas of major pieces of evaluation before publication.
- To review the use of the Trade Sexual Health resources.
- To monitor Trade Sexual Health's progress in relation to its forward planning aims.

The role and remit of the Board of Trustees

5. To provide leadership and direction

5.1 Board of Trustees:

- To make decisions about the forward planning of Trade Sexual Health, in consultation with the Directors and staff.
- Decide policy.
- To develop and maintain philosophy.
- To establish spending and policy priorities.

5.2 Directors:

- To explore and develop policy.
- Provide advice to BOT on impact of proposed policy for Trade Sexual Health.
- To contribute to the development of the philosophy of Trade Sexual Health.
- To take part in policy making forums.
- To produce discussion papers and relevant information to BOT.
- To direct and develop staff.

5.3 Staff:

- To contribute to the policy developments process.
- To contribute to the development of philosophy.

6. Staff management and supervision

6.1 To directly manage the Directors and to offer advice guidance and support to staff:

- Chair to ensure that adequate supervision is given to Trade Sexual Health Directors.
- Trade Sexual Health Directors to ensure that adequate supervision structures are in place for staff.

7. Supporting the workforce and monitoring effective use of staff

Board of Trustees:

- To agree on appropriate staffing levels, staffing structures and management structures.
- To agree pay scales in conjunction with the Directors.
- To monitor staff recruitment, turnover and training, in consultation with the Directors.
- To take part in disciplinary and grievance procedures, when required to do so.

8. Finance

8.1 Board of Trustees:

- To take overall legal responsibility for the finances of Trade Sexual Health
- To be aware of and to agree finances of Trade Sexual Health with the directors.
- To agree contracts and contract values and approve the acquisition/sale of assets with Directors.

8.2 Treasurer – Board Of Trustees:

- To present the Funding Strategy to the BOT conjunction with the Directors.
- To make regular reports to the BOT conjunction with the Directors.
- To present accounts to Annual General Meeting conjunction with the Directors.

8.3 Directors:

- To set and modify annual budgets in consultation with the Treasurer, to be reviewed by the BOT.
- To make decisions related to budgets and expenditure within parameters agreed by the Board of Trustees and expenditure in excess in consultation with the BOT.

9. Public profile of Trade Sexual Health

9.1 All public appearances on behalf of the Trade Sexual Health e.g. on TV, radio or conferences, etc. should be agreed by either the Directors or BOT Chair.

9.2 All written materials including press releases, articles, newsletters, etc. must be agreed by the Directors or BOT Chair.

The role and remit of the Board of Trustees

10. Powers of the Board of Trustees

10.1 To approve forward plans for Trade Sexual Health.

10.2 To agree job descriptions, staffing structures and management structures.

10.3 To agree pay scales for posts.

10.4 To investigate and take action on disciplinary matters in accordance with disciplinary procedures.

10.5 To investigate and take action on grievances in accordance with grievance procedures.

10.6 To agree budgets.

10.7 To agree or refuse Commissioners' contracts conjunction with the Directors.

10.8 To agree terms of credit that Trade Sexual Health may wish to seek, in accordance with the terms of reference of the Finance Committee.

10.9 To decide policy.

10.10 To co-opt trustees and review the performance of new trustees prior to formal appointment at the Annual General Meeting.

10.11 Manage the appointment of a new Director, where applicable, and support the recruitment process for senior appointments.

11. Constraints

11.1 The BOT must work within the law, including; employment, criminal, civil and charity law.

11.2 The budgets and work plans decided must be properly costed and the money available from the appropriate budget.

12. Expectations

Directors:

12.1 The Directors will make available all relevant information to the BOT enabling them to reach the fullest decision.

12.2 The Directors will supply the BOT with a written report on the work of Trade Sexual Health in the previous period.

13. Responsibilities of members of the Board of Trustees

13.1 Responsibilities of members:

- To attend meetings on a regular basis.
- Read previous minutes prior to attending meeting
- To use their experiences and other forms of expertise to advise and inform the work of Trade Sexual Health.
- To elect/co-opt representatives to the BOT.
- To maintain the confidentiality of the group and Trade Sexual Health.

13.2 Conflict of interest

Conflicts of interest may arise. If any member of the group identifies a potential conflict of interest they should discuss it with the Chair of the BOT or Directors. In any event, at the beginning of a meeting a member of the BOT should declare an interest in a particular agenda item.

13.3 Chair:

Overall Role:

- To ensure the smooth running of the business of the BOT.
- To Chair BOT meetings and Annual General Meeting.
- To make essential emergency decisions when it is not possible for the BOT to do so.
- To represent the project when appropriate.
- To ensure that adequate supervision is provided to the Directors of Trade Sexual Health.

Specific duties:

- To chair the meeting in a manner that ensures all items are covered, decisions are made, and that what is being voted on and what is decided is clear.
- Ensure meetings start and end at a set time.
- To be aware of and to make rulings on Trade Sexual Health's policies, procedures and constitution.
- In consultation with the Directors and appropriate BOT members to decide what are emergencies and to make decisions when the BOT is unable to meet.
- To attend and to be involved in the work of appropriate sub/working groups.
- To meet with the Directors to ensure the smooth running of Trade Sexual Health.
- To provide information, support and advice to the Directors.

The role and remit of the Board of Trustees

13.4 Vice Chair:

Overall Role:

- To deputise for and support the work of the Chair of the BOT.
- To make essential emergency decisions when it is not possible for the BOT to do so and when the Chair is unavailable.

Specific duties:

- In consultation with the Directors, and appropriate Board of Trustee members, to decide what are emergencies and to make decisions when the BOT is unable to meet and in the absence of the Chair.
- To be involved in the work of appropriate sub/working groups.
- To support the development of the board and promote effective governance.
- To provide support for new trustees.
- To support the trustee recruitment process and training of trustees.

13.5 Secretary:

Overall Role:

- To ensure that accurate minutes are kept of BOT meetings.
- To take responsibility for correspondence relating to the BOT.

Specific duties:

- To plan the agenda for the meeting.
- To make sure that the agenda and other necessary information is distributed appropriately within Trade Sexual Health.
- To organise the taking of minutes at BOT.
- To ensure that minutes of these meetings are distributed effectively.
- To receive and pass on appropriate correspondence pertaining to the BOT.
- To liaise with the Charities Commission and Companies House.
- To ensure that the project meets the requirements of a charity.
- To ensure that the Annual General Meeting is run in line with Charity Commission and Companies House guidelines.
- To arrange the necessary domestic and administrative support systems to ensure the smooth running of the meeting.

13.6 Treasurer:

Overall Role:

- To ensure that Trade Sexual Health operates on a sound financial basis.
- To agree information on the financial situation of Trade Sexual Health to the BOT.
- To ensure that clear financial accounts and records are maintained.

Specific duties:

- To offer assistance on financial procedures to the Finance and Admin officer.
- To present regular financial reports for the BOT with the Finance and Admin officer.
- To assist the Directors on budgeting issues.
- To bring to the attention of the BOT any financial problems or irregularities.

The role and remit of the Board of Trustees

14. Procedure

14.1 Agenda:

- All Agenda items to be received by the Secretary no later than two weeks before each meeting.
- For policy decisions a discussion paper has to be written by the proposer and sent out to Board of Trustee members at least one week in advance.
- Agenda to be circulated at least one week in advance by Secretary.
- It is at the Chair's discretion whether to take any other agenda items tabled after this time scale.

14.2 Meetings:

- Full meetings of the BOT will be held every two months, or as determined by the group.
- In the absence of the Chair and Vice-Chair, the meeting will nominate a member to chair the meeting.
- Trustees unable to attend a meeting should contact either the Secretary or Chair of the BOT so that apologies can be shared with and considered by the BOT.
- The Secretary will take and circulate minutes to group members.
- A quorum shall be required for a meeting to take place.
- The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than one third of their number or two trustees, whichever is the greater.
- A simple majority by voting members at the meeting will decide any question.
- In the event of a consensus of opinion not being met a majority by a show of hands will be acceptable.
- The decision of the BOT is final.
- BOT may constitute smaller working parties and delegate responsibilities for specific decisions to these groups as appropriate (e.g. Salary scales, etc).
- The BOT has the power to co-opt members to the BOT, though these require ratification at the Annual General Meeting
- Representatives will be asked to leave the room if the BOT is to discuss matters pertaining to an individual or group.

Trade Sexual Health - Chair job description

The role of Chair is to:

- Ensure that adequate supervision, information, support and advice is given to Trade Sexual Health Directors to ensure the smooth running of Trade Sexual Health
- Chair and ensure the smooth running of the business of the Board of Trustees
- Chair the Annual General Meeting
- Be aware of and make rulings on Trade Sexual Health's policies, procedures and constitution
- In consultation with the Directors and appropriate Board Of Trustee members, decide what emergencies are and make emergency decisions when the Board of Trustees are unable to meet
- Represent Trade when appropriate

The Chair should also be aware of the general role of a trustee, which is to:

- Ensure that Trade Sexual Health complies with its governing documents and operates within the law, including employment, criminal, civil and charity law and any other relevant legislation or regulations
- Maintain an overview of Trade Sexual Health and monitor and ensure its effective running
- Ensure that the highest quality services are provided to our target groups
- Safeguard the values and principles of Trade Sexual Health
- Develop and maintain philosophy
- Decide policy
- Make decisions about the forward planning of Trade Sexual Health, in consultation with the Directors and staff
- Monitor Trade Sexual Health's progress in relation to its forward planning aims
- Approve areas of major pieces of evaluation before publication
- Take overall legal responsibility for the finances of Trade Sexual Health
- Establish spending and policy priorities
- Agree contracts and contract values and approve the acquisition/sale of assets with Directors
- Agree on appropriate staffing levels, staffing structures and management structures
- Agree pay scales in conjunction with the Directors
- Monitor staff recruitment, turnover and training, in conjunction with the Directors
- Co-opt trustees and review the performance of new trustees prior to formal appointment at the Annual General Meeting
- Manage the appointment of a new Director, where applicable, and support the recruitment process for senior appointments
- Take part in disciplinary and grievance procedures, when required to do so
- Use their experience and other forms of expertise to advise and inform the work of Trade Sexual Health

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board and management reach sound decisions. This may involve:

- Leading discussions
- Keeping up to date with relevant papers and documents
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Developing new and existing business and personal contacts to promote the work of Trade

Please note - Section 72(1) of the Charities Act 1993 disqualifies anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent; is an undischarged bankrupt; has previously been removed from trusteeship of a charity by the court or the Charity Commissioners or is under a disqualification order under the Company Directors Disqualification Act 1986

Trade Sexual Health - Chair specification

Specification:

- Commitment to the sexual health promotion and HIV prevention agendas
- Willingness to devote the necessary time and effort, including attending trustee meetings and any other duties as may reasonably be required
- Strategic vision and the ability to lead decision-making
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Proven ability to lead and work effectively as a member of a team
- Core skills in one or more of the following would be an advantage:
  - Sales & Marketing
  - Finance
  - Human Resources
  - Charity/Company Law
  - Sexual health
  - Information Technology
  - Public Relations
  - Education
- Commitment to Nolan's seven principles of public life as outlined in the trustee code of contract: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Trade Sexual Health - Vice Chair job description

The role of Vice Chair is to:

- Deputise for and support the work of the Chair of the Board of Trustees
- Make essential emergency decisions when it is not possible for the Board of Trustees to do so, and when the Chair is unavailable
- Support the development of the Board of Trustees and promote effective governance
- Provide support for new trustees
- Support the trustee recruitment process and training of trustees

The Vice Chair should also be aware of the general role of a trustee, which is to:

- Ensure that Trade Sexual Health complies with its governing documents and operates within the law, including employment, criminal, civil and charity law and any other relevant legislation or regulations
- Maintain an overview of Trade Sexual Health and monitor and ensure its effective running
- Ensure that the highest quality services are provided to our target groups
- Safeguard the values and principles of Trade Sexual Health
- Develop and maintain philosophy
- Decide policy
- Make decisions about the forward planning of Trade Sexual Health, in consultation with the Directors and staff
- Monitor Trade Sexual Health's progress in relation to its forward planning aims
- Approve areas of major pieces of evaluation before publication
- Take overall legal responsibility for the finances of Trade Sexual Health
- Establish spending and policy priorities
- Agree contracts and contract values and approve the acquisition/sale of assets with Directors
- Agree on appropriate staffing levels, staffing structures and management structures
- Agree pay scales in conjunction with the Directors
- Monitor staff recruitment, turnover and training, in conjunction with the Directors
- Co-opt trustees and review the performance of new trustees prior to formal appointment at the Annual General Meeting
- Manage the appointment of a new Director, where applicable, and support the recruitment process for senior appointments
- Take part in disciplinary and grievance procedures, when required to do so
- Use their experience and other forms of expertise to advise and inform the work of Trade Sexual Health

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board and management reach sound decisions. This may involve:

- Leading discussions
- Keeping up to date with relevant papers and documents
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Developing new and existing business and personal contacts to promote the work of Trade

Please note - Section 72(1) of the Charities Act 1993 disqualifies anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent; is an undischarged bankrupt; has previously been removed from trusteeship of a charity by the court or the Charity Commissioners or is under a disqualification order under the Company Directors Disqualification Act 1986

Trade Sexual Health - Vice Chair specification

Specification:

- Commitment to the sexual health promotion and HIV prevention agendas
- Willingness to devote the necessary time and effort, including attending trustee meetings and any other duties as may reasonably be required
- Strategic vision and the ability to lead decision-making
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Proven ability to lead and work effectively as a member of a team
- Core skills in one or more of the following would be an advantage:
  - Sales & Marketing
  - Finance
  - Human Resources
  - Charity/Company Law
  - Sexual health
  - Information Technology
  - Public Relations
  - Education
- Commitment to Nolan's seven principles of public life as outlined in the trustee code of contract: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Trade Sexual Health - Treasurer job description

The role of Treasurer is to:

- Ensure that Trade Sexual Health operates on a sound financial basis
- Ensure that clear financial accounts and records are maintained
- Offer assistance on financial procedures to the Finance and Admin officer
- Present regular financial reports to the Board of Trustees with the Finance and Admin officer
- Assist the Directors with budgeting issues
- Bring to the attention of the Board of Trustees any financial problems or irregularities

The Treasurer should also be aware of the general role of a trustee, which is to:

- Ensure that Trade Sexual Health complies with its governing documents and operates within the law, including employment, criminal, civil and charity law and any other relevant legislation or regulations
- Maintain an overview of Trade Sexual Health and monitor and ensure its effective running
- Ensure that the highest quality services are provided to our target groups
- Safeguard the values and principles of Trade Sexual Health
- Develop and maintain philosophy
- Decide policy
- Make decisions about the forward planning of Trade Sexual Health, in consultation with the Directors and staff
- Monitor Trade Sexual Health's progress in relation to its forward planning aims
- Approve areas of major pieces of evaluation before publication
- Take overall legal responsibility for the finances of Trade Sexual Health
- Establish spending and policy priorities
- Agree contracts and contract values and approve the acquisition/sale of assets with Directors
- Agree on appropriate staffing levels, staffing structures and management structures
- Agree pay scales in conjunction with the Directors
- Monitor staff recruitment, turnover and training, in conjunction with the Directors
- Co-opt trustees and review the performance of new trustees prior to formal appointment at the Annual General Meeting
- Manage the appointment of a new Director, where applicable, and support the recruitment process for senior appointments
- Take part in disciplinary and grievance procedures, when required to do so
- Use their experience and other forms of expertise to advise and inform the work of Trade Sexual Health

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board and management reach sound decisions. This may involve:

- Leading discussions
- Keeping up to date with relevant papers and documents
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Developing new and existing business and personal contacts to promote the work of Trade

Please note - Section 72(1) of the Charities Act 1993 disqualifies anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent; is an undischarged bankrupt; has previously been removed from trusteeship of a charity by the court or the Charity Commissioners or is under a disqualification order under the Company Directors Disqualification Act 1986

Trade Sexual Health - Treasurer person specification

Specification:

- In addition to demonstrating financial acumen, core skills in one or more of the following areas would be an advantage:
  - Sales & Marketing
  - Human Resources
  - Charity/Company Law
  - Sexual health
  - Information Technology
  - Public Relations
  - Education
- Commitment to the sexual health promotion and HIV prevention agendas
- Willingness to devote the necessary time and effort, including attending trustee meetings and any other duties as may reasonably be required
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Proven ability to work effectively as a member of a team
- Commitment to Nolan's seven principles of public life as outlined in the trustee code of contract: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Trade Sexual Health - Trustee job description

The role of trustee is to:

- Ensure that Trade Sexual Health complies with its governing documents and operates within the law, including employment, criminal, civil and charity law and any other relevant legislation or regulations
- Maintain an overview of Trade Sexual Health and monitor and ensure its effective running
- Ensure that the highest quality services are provided to our target groups
- Safeguard the values and principles of Trade Sexual Health
- Develop and maintain philosophy
- Decide policy
- Make decisions about the forward planning of Trade Sexual Health, in consultation with the Directors and staff
- Monitor Trade Sexual Health's progress in relation to its forward planning aims
- Approve areas of major pieces of evaluation before publication
- Take overall legal responsibility for the finances of Trade Sexual Health
- Establish spending and policy priorities
- Agree contracts and contract values and approve the acquisition/sale of assets with Directors
- Agree on appropriate staffing levels, staffing structures and management structures
- Agree pay scales in conjunction with the Directors
- Monitor staff recruitment, turnover and training, in conjunction with the Directors
- Co-opt trustees and review the performance of new trustees prior to formal appointment at the Annual General Meeting
- Manage the appointment of a new Director, where applicable, and support the recruitment process for senior appointments
- Take part in disciplinary and grievance procedures, when required to do so
- Use their experience and other forms of expertise to advise and inform the work of Trade Sexual Health

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board and management reach sound decisions. This may involve:

- Leading discussions
- Keeping up to date with relevant papers and documents
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Developing new and existing business and personal contacts to promote the work of Trade

Please note - Section 72(1) of the Charities Act 1993 disqualifies anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent; is an undischarged bankrupt; has previously been removed from trusteeship of a charity by the court or the Charity Commissioners or is under a disqualification order under the Company Directors Disqualification Act 1986.

Trade Sexual Health - Trustee person specification

Specification:

- Commitment to the sexual health promotion and HIV prevention agendas
- Willingness to devote the necessary time and effort, including attending trustee meetings and any other duties as may reasonably be required
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Proven ability to lead and work effectively as a member of a team
- Core skills in one or more of the following would be an advantage:
  - Sales & Marketing
  - Finance
  - Human Resources
  - Charity/Company Law
  - Sexual health
  - Information Technology
  - Public Relations
  - Education
- Commitment to Nolan's seven principles of public life as outlined in the trustee code of contract: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Trade Sexual Health - Next steps

If you are interested in helping Trade by becoming a Trustee please complete the attached application form, paying particular attention to the job description and specification and return by post or email to:

Chair – Board of trustees
Trade Sexual Health
2nd Floor
27 Bowling Green Street
Leicester
LE1 6AS

E-mail: **info@tradesexualhealth.com**

If your application is successful you will be asked to attend an interview.

All new board members will receive a full induction which includes learning about Trade Sexual Health and the roles and responsibilities as a Trustee.

We look forward to hearing from you.