



## Voluntary Trustee Role, Penny Brohn UK - Additional Information

### Meeting Schedule and Attendance

The Trustee Board meet four times each year at the National Centre, Bristol, or via Zoom (usually on Fridays – generally 10am – 4pm, shortened to morning-only should this be considered appropriate). An additional short (2 hour) Trustee Board Audit meeting takes place annually in March. Trustee representation is also required on one or two sub-committees which are held two to three times per year at the National Centre or via Zoom. Trustees are invited to join a sub-committee (or sub-committees) once recruited into post, according to experience and relevance. In addition to the meetings, Trustees also attend an annual Away Day.

### Attendance at Key Events

As ambassadors for the Charity, the Trustee Board is encouraged to ensure that there is Trustee representation at key events throughout the calendar year. These could include;

- Fundraising events
- Networking events
- Other high profile events

### Tenure

Trustees are appointed for a three year term with a maximum appointment of three terms.

### Expenses

All Trustees are eligible to be reimbursed for expenses incurred whilst on Board business, this includes attendance at Board Meetings. Eligible expenses include:

- Reimbursement of petrol costs, rate currently set at 35p per mile, (15p per mile after 500 miles incurred annually) or the equivalent 2<sup>nd</sup> class rail fare, whichever is the lower.
- Any car parking fees associated with the travel.

### Additional Information

For an informal conversation ahead of making an application, please email Helen Wake, HR Advisor at [Helen.wake@Pennybrohn.org.uk](mailto:Helen.wake@Pennybrohn.org.uk) who will arrange for CEO, Julie Worrall to contact you.

## **Application Process**

Please apply by submitting a CV and covering letter to Julie Worrall, CEO via [jobs@pennybrohn.org.uk](mailto:jobs@pennybrohn.org.uk). In the covering letter, please include your key skills and experience in relation to the requirements as detailed in the role description and the person specification. A diversity and equal opportunities form is also available for completion.

## **Timeline for selection**

- Applications should be received by Monday 6 September at 9.00am.
- Interviews for the Trustee role will be held on Thursday 16 September and Friday 17 September either by Zoom or in person at the Charity's National Centre in Bristol and will be confirmed nearer to the time.

Interviews will be conducted by the CEO, Chair of Trustees and Chair of the Trustee Remunerations and Appointments committee.