

BDA Benevolent Fund

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TRUSTEE ROLE DESCRIPTION

The object of the BDA Benevolent Fund is to give financial or other help when practicable to such persons resident in the UK who in the opinion of the Board of Trustees may be in need of assistance and;

- A. Whose names are or have been on the Dentists Register of the United Kingdom, or
- B. Are dependents of such dentists, or
- C. Are students at UK dental schools

Trustees are responsible for the overall running and management of the charity and will make and oversee all major decisions. They set its strategic direction, monitor the Charity's performance, oversee its governance arrangements and ensure its objectives are delivered effectively and sustainably. Trustees are responsible for the charity's financial security and transparency, monitoring the money regularly, overseeing how the investments are performing and agreeing any grant making decisions and policies.

Trustee undertake the following:

- Setting and reviewing the strategy as well as key policies and procedures – statutory (e.g. risk, investment, reserves) and practical (e.g. grants and support).
- Monitoring performance and finances i.e. how the Charity is spending its money, the sustainability of its income sources and ensuring the resources are well managed.
- Keeping up-to-date on any best practice and/or legal requirements for charity management and ensuring this knowledge is applied.
- Visiting the current or potential beneficiaries where required.

As a Trustee you should:

- Try to make sure everyone knows about the Charity, so when someone is in difficulty you are told about it – ensure you have a reputation for discretion.
- Draw the attention of the Charity to potential beneficiaries.
- Encourage and engage in fundraising such as via raffles/collections at BDA branch/ section/ group meeting or other appropriate committee meetings, social events (dinners, auctions, quiz evening, golf days and presidential meeting etc.), providing materials, support and guidance to others where required.
- Identify and maintain contact with local supporters so they too can publicise the Charity's work locally, speak at meetings, raise funds and help to identify beneficiaries.
- Develop links with dental bodies and leaders – LDCs, postgraduate centres and industry leaders etc.

TRUSTEE PERSON SPECIFICATION

You should have a willingness to devote time and effort to the duties and responsibilities of being a charity trustee for the BDA Benevolent Fund. This involves attending Trustee meetings in London at least four times per year and additional time for visits, local or national events plus time for preparation.

Each Trustee must be able to:

- commit to the charity, its aims and objectives and ensure these are being delivered effectively and sustainably
- demonstrate integrity
- agree the charity's vision, values and reputation and lead by example
- have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- have a willingness to devote the necessary time and effort to their duties as a Trustee including preparing for and attending meetings
- communicate well
- be comfortable with decision making and collective responsibility
- be able to be open, transparent and accountable in your decision making
- work effectively in a team, be able to have constructive conversations and respect diverse and conflicting opinions
- have independence of mind and judgement and experience of making objective, unbiased, thoughtful decisions
- be able to undertake the role (with training) as outlined above
- review and reflect on your own performance
- add value to the charity

Knowledge of how charities operate is desirable but not essential.

The Board of Trustees needs skills and experience in the following areas:

- setting targets, monitoring and evaluating performance and programmes
- governance
- financial management
- legal matters
- fundraising and philanthropy
- human resource management
- public relations and marketing
- grant making

Trustees are required to have current unfettered GDC registration or if retired, a DBS check on appointment, to be renewed every three years thereafter.

A Trustee of the BDA Benevolent Fund is an unpaid role. Trustees are reimbursed for out-of-pocket expenses i.e. travel to meetings and visits to beneficiaries in line with the Expenses Policy.