

## **Make a difference to the dental community**

Thank you for your interest in being involved as a Trustee for the BDA Benevolent Fund.

For nearly 140 years we have worked passionately to support dental students, dentists and their families throughout the UK. Receiving over 100 applications in 2021, we provide grant funding and wellbeing services to those facing difficult situations, enabling them to move forward.

We are recruiting for a number of voluntary positions to join our Board of Trustees to help shape our work now and in the future following the retirement of three of our current Board.

Trustees can make a real difference through their involvement and applying their skills to support and develop our work. Following an assessment, we have identified gaps in skills, knowledge and experience on our Board which we are actively looking to fill. You might be able to consider applying if you are;

- a dental student
- work with dental students or newly qualified dentists
- have financial or business management skills (inside or outside of dentistry)
- have experience in policy or campaigning
- work for a dental corporate group or organisation

We also want to ensure that our Board better reflects the diversity of the profession and those we help and so we particularly welcome interest and applications from Black, Asian and ethnic minorities, people under 40 years of age, people with disabilities and LGBTQ+ people.

This could be your first Trustee role, or you could already have some experience as a Trustee. We have a full trustee induction process and ongoing training to support you. You will have the opportunity to develop new skills and knowledge of the charity sector through participating in the work of our Board. You will also be able to shape and influence the direction of the Charity ensuring it meets the needs of the profession as well as getting to meet new people and develop useful networks

## **Selection process**

The deadline for expressions of interest is 9am on **Tuesday 3 May 2022**. We ask candidates to submit a CV and summary statement (no more than one A4/500 words) to [info@bdabenevolentfund.org.uk](mailto:info@bdabenevolentfund.org.uk)

Candidates will be shortlisted and invited to an interview with the Chairman and General Manager on 9, 10 or 11 May 2022 via Zoom.

Successful candidates will be put forward for election by the members at our Annual General Meeting (AGM) on 29 June 2022 (via Zoom).

If you have any queries or would like an informal chat about the role, please email Laura Hannon, General Manager at [laura@bdabenevolentfund.org.uk](mailto:laura@bdabenevolentfund.org.uk)

We look forward to hearing from you.

## **Introduction**

The BDA Benevolent Fund is a small, independent, friendly organisation, supporting dental students, dentists and their families. Trustees are responsible for the overall management of the Charity overseeing 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:**

- Work together to set and review the overall direction of the Charity through its strategy
- Oversee and review key policies and procedures e.g. risk, investment, reserves, grantmaking and marketing.
- 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.
- Take on relevant tasks to help move the aims and activities forward

### **As a BDA Benevolent Fund Trustee you will:**

- Try to make sure everyone knows about the Charity including drawing the attention to potential applicants.
- Oversee, encourage or engage in local fundraising activities e.g. raffles/collections, social events, working with corporate donors or professional organisations.
- 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 applicants.
- Use your existing network or create links with other dental bodies, organisations, committees and leaders e.g. Local Dental Committees, universities, postgraduate centres, BDA branches, groups and sections, Professional Associations or other membership groups as well as sister charities to create and develop opportunities for collaboration.
- Keep up-to-date on any best practice and/or legal requirements for charity management (training will be provided).

## **PERSON SPECIFICATION**

You will be kind, honest, diplomatic, considerate and engaging. Trustees must be able to add value to the organisation through:

- committing to the Charity, its aims and objectives, ensuring these are being delivered effectively and sustainably
- demonstrate integrity
- agreeing the Charity's vision, values and reputation and leading by example

- understanding and accepting the legal duties, responsibilities and liabilities of trusteeship
- devote the necessary time and effort to your duties
- be comfortable with collective responsibility and decision making as well as working effectively in a team
- able to have constructive conversations and respect diverse and conflicting opinions
- enjoy developing ideas and concepts
- be able to be open, transparent and accountable
- have independence of mind and judgement and experience of making objective, unbiased, thoughtful decisions
- being able to reflect on your own performance
- take ownership of responsibilities and fulfil them

Having a knowledge of how charities operate is desirable but not essential.

### **Commitment**

Trustees will be expected to attend and prepare for meetings. You will also be asked to undertake any relevant tasks to help promote the Charity externally wherever possible. We have four Board meetings per year. These are currently held virtually but are likely to move towards having one or two in person meetings in a central London venue. Trustees will join a sub-group upon starting; Finance; Governance and Marketing or Grantmaking. These groups meet every 6-8 weeks, virtually.

### **Terms**

Following a recruitment and selection exercise, appointments are nominated by the Board and put forward for election by the Members at an Annual General Meeting.

Trustees shall serve for a term of three years. All Trustees shall be eligible for re-election at the end of the term.

Trustees are required to have current unfettered General Dental Council (GDC) registration or a Disclosure and Baring Service (DBS) check on appointment, to be renewed every three years thereafter.

The position is voluntary and not remunerated. Trustees are reimbursed for out-of-pocket expenses i.e. travel to meetings in line with the Expenses Policy.