

## **Make a difference to the dental community – join our Board of Trustees**

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

For 140 years we have worked passionately to support dental students, dentists, and their families throughout the UK. Receiving over 160 applications in 2022, we provide grant funding and wellbeing services to those facing difficult situations.

We are looking for two Trustees to be co-opted (appointed immediately) to join the Board and stand for election by the members at the Annual General Meeting in June 2024.

As a Trustee, you can make a real difference through your involvement and applying your knowledge to support and develop our work. After undertaking an analysis of the current Board, we have identified specific characteristics or experience we are looking for to enhance those offered by the existing Trustees. We are also aiming to improve the diversity of the Board to better reflect society, our applicants, and the dental community.

We particularly welcome interest and applications from the global majority, dental students, people with disabilities and LGBTQ+ people. We are also seeking skills in financial or business management and fundraising. We would welcome those residing or working in Scotland and/ or Wales as well as non-dentists.

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 make a difference to the dental community as well as developing or enhancing your skills and knowledge of the charity sector.

Trustee positions are voluntary, but we don't expect you to be out of pocket for carrying out your role, so expenses for travel etc are paid in accordance with our Expenses Policy.

### **Selection process**

The deadline for applying is 5pm on **Friday 27 October 2023**. We ask candidates to submit a CV and summary statement (no more than one side of A4/500 words) to [info@bdabenevolentfund.org.uk](mailto:info@bdabenevolentfund.org.uk)

Candidates will be shortlisted and if successful, invited to attend an interview. The interviews are scheduled for 14 November 2023.

Should you require further information or would like to chat about the role, please contact us on [info@bdabenevolentfund.org.uk](mailto:info@bdabenevolentfund.org.uk)

Trustees will be put forward for election by the members at our Annual General Meeting (AGM) on 29 June 2024 (held virtually via Zoom).

**For further information about the BDA Benevolent Fund**

1. Follow us on our social channels
  - a. <https://www.facebook.com/bdabenenevolentfund/>
  - b. [https://twitter.com/bda\\_ben\\_fund](https://twitter.com/bda_ben_fund)
  - c. [https://www.instagram.com/bda\\_benevolent\\_fund](https://www.instagram.com/bda_benevolent_fund)
  - d. <https://www.linkedin.com/company/10245794/admin/feed/posts/>
  - e. <https://www.youtube.com/channel/UCJxeEylQK7jwnE7p258LSow>
2. Sign up to receive our newsletter-<https://www.bdabenevolentfund.org.uk/contact-us/>

Promote/ download/ request a copy of the Wellbeing Support for the Dental Teams  
<https://www.supportfordentalteams.org/>

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. Its mission is:

*We discover, and provide practical, emotional, and financial support to dental students, dentists and their dependants living in the UK.*

## **Responsibilities:**

Trustees are responsible for the overall management of the Charity to ensure that it is effective, efficient, and sustainably fulfils its mission. They make and oversee all major decisions, supported by the Chief Executive and the Administrator. They set its strategic direction, monitor the Charity's performance, oversee its governance arrangements, and are responsible for the Charity's finances.

Trustees also:

- 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.
- Promote the Charity amongst their networks to improve awareness for those that might need the organisation, or for the purpose of fundraising.

## **Person Specification**

You should have a willingness to devote time and effort to the duties and responsibilities of being a Trustee. This involves attending and being prepared for Board meetings (four per year – two held virtually and two held in person in London) plus the Annual General Meeting (once per year – usually virtual). Trustees will join a subgroup upon starting; Finance & Governance; Marketing & Fundraising or Grantmaking and these groups meet every 6-8 weeks, virtually. You may also be expected to attend local or national events. Knowledge of how charities operate is desirable but not essential.

Each Trustee must be able to:

- commit to the mission and values of the Charity and ensure these are being delivered effectively and sustainably.
- understand confidentiality and be able to demonstrate integrity.
- have an understanding and acceptance of (or a willingness to learn about) the legal duties, responsibilities, and liabilities of Trusteeship – training can be provided.

- be comfortable with collective responsibility and decision making.
- be able to be open, accountable, and able to make objective and thoughtful decisions.
- work effectively in a team, be able to have constructive conversations and respect diverse and conflicting opinions.
- review and reflect on your own performance.
- add value to the Charity.
- take ownership of responsibilities and fulfil them.

## **Terms**

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

Trustees shall serve for a term of three years from the date of the AGM. All Trustees shall be eligible for re-election. Appointments are nominated by the Board and elected by the Members at an Annual General Meeting (AGM).

Trustees are required to have a Disclosure and Baring Service (DBS) check on appointment unless they have current, unrestricted General Dental Council (GDC) registration.