

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

For 140 years we have worked passionately to support dental students, dentists, and their families throughout the UK with grant funding and wellbeing services to those facing difficult situations.

We are looking for two Trustees 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 commitment 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 and to improve the diversity of the Board.

We particularly welcome interest and applications from:

- the global majority
- LGBTQ+
- non-dentists
- dental students
- those with lived experience of poverty/ living on a low income
- those residing/working in Wales

Ideally, **you will have** expertise in **PR/ marketing /fundraising** (in dentistry or otherwise) and/ or you can help us access the wider dental community through your current or previous work on committees, professional associations/bodies/ groups, or place of work.

This could be your first Trustee role, or you could already have some experience. We have a full induction process and ongoing training to support you. You will have the opportunity to make a difference in the dental community as well as develop or enhance 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 per our Expenses Policy.

### **Selection process**

The deadline for applying is 5pm on **Monday 13 May 2024**. We ask candidates to submit a CV and cover letter. The letter should highlight your relevant skills, background and experience (as per the advert and role description) and be no more than one side of A4/500 words. Letters and CVs to be emailed to [info@bdabenevolentfundorg.uk](mailto:info@bdabenevolentfundorg.uk)

Candidates will be shortlisted and if successful, invited to attend an interview w/c 20 May. Trustees will then be put forward for election by the members at our Annual General Meeting (AGM) on 29 June 2024 (held virtually via Zoom).

We are holding an **online Q&A with the Co-Chairs at 6pm on 8 May** for interested candidates. Register here for the link to join.

<https://us06web.zoom.us/meeting/register/tZYkdOmvrijouHNb8OABXk7YIUHWk0JgkiqCU>

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)

#### **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, refugee and asylum seeker dentists and their families. Its vision is:

*Where no dentist is in hardship*

Its mission is:

*To proactively support the financial and emotional needs of dental students, dentists and their dependents*

### **Responsibilities:**

Trustees are responsible for the overall management of the Charity to ensure that it is effective, efficient, and sustainably fulfils its vision and 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., grantmaking, risk, investment, reserves, fundraising 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 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.

### **Key Dates**

Thursday 27 June 2024 at 17.00 - Annual General Meeting (AGM) held virtually via zoom.

Wednesday 18 September 2024 at 13.30 – Board meeting - held virtually via zoom.

Wednesday 11 December 2024 at 11.00 - Board meeting – held in person (Central London)

Subgroup meetings tbc