

# Trustee Recruitment Information Pack

June 2024

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# Welcome

Thank you for your interest in becoming a trustee of the Board of Melanoma Focus.

Melanoma Focus is a national charity, serving patients and clinicians alike, with a strong professional membership and an important advocacy role in patient care as well as raising awareness of melanoma and campaigning. The charity is well-established as a trusted source of high-quality, certified information and support for melanoma patients and carers including the Melanoma Helpline run by skilled skin cancer clinical nurse specialists. The accredited healthcare professional meetings have earned the charity significant national and international respect and a reputation for 'punching above our weight'.

The small, friendly team work remotely and meet in person at various locations in the UK for the biannual professional meetings, patient conference and team away days.

Our Trustees provide invaluable guidance, leadership and skills to support our work and we want to recruit people who bring a desire to make a real difference to support our next stage of development and future success.

We are looking for 3-4 new Trustees, with a passion for our cause, to work alongside our existing 8 Board members. To expand our knowledge and experiences and enable us to achieve our strategic goals, we want to diversify our board. We are looking for treasurer and financial, governance, fundraising and digital skill sets and those with links to possible supportive businesses.

You may have previous Trustee experience or be considering such a role for the first time and we welcome approaches from members of minority groups, as well as those who have been personally affected by melanoma to enable us to better reflect the communities we work with.

As a Trustee you would play a vital role in the work of this dynamic charity providing strong, strategic support and using your unique skills and experiences to help us achieve our goals.

We want to shape a better future for melanoma patients and if you share our drive and passion and want to make a major contribution to Melanoma Focus's ambitious growth, we would like to hear from you.

The closing date for applications is **Sunday 14th July 2024**.

If you would like to have an informal discussion about these positions, you can arrange a call via [info@melanomafocus.org](mailto:info@melanomafocus.org)

Yours sincerely  
Dr Mark Harries  
Chair



# About Melanoma

Melanoma is the 5th most common cancer in the UK and it is the deadliest form of skin cancer. Sadly, it is one of the most rapidly increasing types of cancer, yet 86% of melanomas are preventable by staying safe in the sun and avoiding sunbeds. Unlike many cancers, it is relatively common in younger ages and in the 15-44 age group it is the second most common cancer in males and the third most common cancer in females in England.

## About Melanoma Focus

*The experts in melanoma; shaping a better future for melanoma patients*

**Our mission:** Providing support and information for patients, carers and health professionals while commissioning and funding innovative research.

As experts in melanoma, Melanoma Focus is a national charity serving the entire melanoma community, including medical professionals, patients, carers and the general public, while raising awareness of melanoma, the 5th most common cancer in the UK. Our activities are grouped under the umbrella of three strategic pillars:

### Trusted patient support and education

- The Melanoma Helpline is operated by a team of expert skin cancer nurse specialists, providing confidential information and emotional support to anyone with a worry or concern about melanoma
- An accredited health information provider with resources including the Melanoma Stages and Treatment – Patient Guide, rare melanoma and clinical trial information.
- Organises the national Melanoma Patient Conference, a safe space for patients and carers to interact and network while hearing about the latest advances in melanoma medicine.

### Professional education, resources and funding research

- Organises two multidisciplinary CME-accredited melanoma conferences each year attracting 250-300 health professionals
- Creates and publishes NICE-accredited rare melanoma guidelines
- Funds research for patient benefit

### Public awareness of melanoma and advocacy and campaigning

- Melanoma is the 5th most common cancer in the UK, yet 86% of melanomas are preventable. Melanoma Focus organises national public awareness campaigns.
- Working alongside other charities, healthcare professionals, and MPs, Melanoma Focus is calling for the Government to remove VAT from high-factor sunscreens. Our health economic research and independent polling activities will support this work.

Our strategy requires internal investment and capacity, investing in our people as well as increasing our fundraising income. The charity is in an excellent position to increase its impact and reach, but there is still much more to do.

# Trustee Role and Expectations

## Purpose

To provide good governance and leadership of Melanoma Focus to support the delivery of the Charity's mission. They must use any relevant knowledge or experience they have to help the Board of Trustees to reach sound decisions.

## Main Responsibilities of Board Members

1. To determine and regularly review the strategic aims and plans of Melanoma Focus and to evaluate performance against agreed targets.
2. Through the Chair, to manage the CEO who provides day to day management of Melanoma Focus.
3. To ensure that Melanoma Focus always acts within the law and fulfils all regulatory requirements.
4. To ensure that Melanoma Focus has policies in place which support it to achieve its aims and that it strives to achieve best practice in all areas of its activities.
5. To ensure that Melanoma Focus develops strong organisational controls and manages its risks well.
6. To ensure that Melanoma Focus is well managed financially. This includes the adoption and oversight of the annual budget and the oversight of any fundraising.
7. To oversee programme planning and evaluation.
8. To ensure that Melanoma Focus is well managed financially. This includes the adoption and oversight of the annual budget and the oversight of any fundraising.
9. To promote Melanoma Focus and to safeguard its reputation.

The Charity Commission guidelines covering the role and expectations of trustees can be found [here](#).



# The Role of our Trustees

Our Trustees make an invaluable contribution to the charity and ensure we have strong and effective governance. Our Trustees support and challenge this growth and we are now seeking to strengthen the Board so it can continue to guide us over the coming years.

We are looking for people who are excited by our vision, have the passion to help transform the way melanoma patients and medical teams are supported and share our determination to raise awareness of melanoma, the 5th most common cancer in the UK.

The Melanoma Focus board is typically made up of ten to twelve trustees, who bring a wide range of skills, experience and expertise. They are appointed for a maximum of eight years and within that term are required to be re-elected every four years. The Trustees are not remunerated for their services. The Board meets three to four times a year, typically for 2 hours via Teams in the evening and up to one strategy away day. Trustees may also be asked to be part of or lead a sub-committee.

Meetings are conducted via Teams. The board's primary role is to agree the strategic direction of the Melanoma Focus, ensuring that policies, plans, and resources are in place to achieve strategic objectives and monitor progress against them. The board ensures that we are compliant with statutory legislation, contractual requirements and that risk management is a high priority throughout the organisation.

## What you will gain

- An opportunity to use your skills and experience to the benefit of the charity
- The prospect of building and developing new skills
- Insight into how a charity, and its governance, runs
- Opportunities to shape the direction and work of the charity
- The ability to create new opportunities for the charity using your skills, connections and experiences
- Being part of a dynamic team committed to shaping a better future for melanoma patients

Being a Trustee is a voluntary role, therefore unpaid, but expenses including for travel are reimbursed.

You will receive a full induction to help you in the role at Melanoma Focus. Where there is a training need, we will ensure you have access to relevant courses and in house learning. You'll need to commit time and energy to attend these, building up your knowledge so that you feel confident in the role. This often takes longer than you think, but we understand that – all our Trustees were new once too.



# Trustee Person Specification

- Knowledge and ability to carry out the core responsibilities of a Trustee
- Ability to think strategically
- Ability to think long term in order to contribute to our 5 year strategy as well as the here and now
- Able to act as an ambassador for the charity, promoting our work and creating opportunities for our development
- Ability to comment, challenge or question in a way that is constructive and supportive
- Ability to attend meetings and commit to occasional external functions

## Qualification, specialism and experience

Specific experience that would be useful to Melanoma Focus. You may have one or more of these:

- Experience in public affairs
- Experience in finance/treasurer role
- Experience in fundraising
- Experience in digital marketing
- Experience in charity governance
- Experience in charity law within the voluntary sector
- Access to high net-worth networks and/or people of influence and/or people who can make a difference to Melanoma Focus
- Personal experience of melanoma (directly or indirectly)
- Other specific areas of expertise as may be specified by the board from time to time

## Personal attributes

- Integrity and honesty
- Proactive in understanding the work of the charity
- A demonstrable commitment to Melanoma Focus's vision and mission
- Reliable and enthusiastic
- Team player and flexible
- Demonstrates intellectual rigour and analytical insights
- Builds positive culture and constructive working relationships
- Communicates clearly

## Time commitments

- A 2-hour meeting three times a year (usually early evening)
- One strategy away day (usually daytime) up to once a year
- Following meetings, reading and commenting on minutes and carrying out any agreed actions
- Attendance of at least one in person event

## Restrictions

- Over 18
- Not bankrupt
- Subject to satisfactory references
- Not excluded by Companies House or Charity Commission
- Conflicts of interest that would be so significant as to undermine the role in general

# Recruitment Process

Candidates wishing to apply for this role are asked to supply the following:

- A supporting statement, explaining how you believe your skills and experience match the requirements of the role and directly addressing the person specification
- A CV including details of your achievements in each role
- Details of two referees, who will not be contacted without your prior knowledge or consent

Interviews will take place at a mutually agreed time and place.



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