



Recruitment to the Board of Trustees

Becoming a Trustee of the
Oral Health Foundation

Background

The Oral Health Foundation is a registered charity in England and Wales (charity number 263198) and a Company Limited by Guarantee (registration number 1027738) working to improve the oral health of the public. Founded in 1971, the best source of information about what the organisation does is the Oral Health Foundation's website: www.dentalhealth.org/about-us



Background to the Posts

We are looking to recruit up to four trustees from a range of backgrounds to further strengthen good governance for the organisation and provide strategic direction. We are particularly looking for people with demonstrable experience in financial reporting, marketing, fund raising, social media and education. Experience of the oral health care profession and industry is not essential but would be an advantage.

This presents an excellent opportunity for individuals who have previous experience of board level work as well as for those who are looking to

become a trustee for the first time.

Our Memorandum and Articles of Association give us the opportunity to have a balance between lay and dental representation on the Trustee Board. This is intended to help ensure that the Board retains a strategic focus and benefit from the varied knowledge, skills and experiences that individuals from different backgrounds can bring to our work.

Trustees are appointed for an initial three year period, after which they can put themselves forward for re-election.



Role and Purpose of the Trustee Board

The Board of Trustees is collectively responsible for overall governance and strategic direction of the charity, developing its aims, objectives and goals in accordance with the governing documents, legal and regulatory guidelines. It provides oversight of the charity's activities.

Trustees are accountable to the Charity Commission and play a vital role within the Oral Health Foundation as it pursues its mission to inform the public and campaign on important oral health issues. The Board is pivotal to providing the strategic guidance that steers, the charity's work providing impartial advice, information and education. Decisions made by the Board set the direction for its activities and influence the success of its work.

Specific Duties of Trustees Include:

- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Actively contributing to the Board's role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Monitoring the effectiveness of the Executive.
- Ensuring the financial stability of the organisation.
- Appointing the Chief Executive and reviewing and appraising his/her performance.

Who Can Be A Trustee?

Trustees must:

- Be over the age of 18.
- Sign a written declaration confirming their willingness to act as a charity trustee of the Charity, and their support of the Objects of the Charity.

Some people are disqualified by law from acting as charity trustees.

Further information on the roles and responsibilities of charity trustees are available from the Charity Commission website at www.gov.uk/charity-trustee-whats-involved



What The Role Involves

- Preparing for and attending four face to face meetings of the Board each year in London.
- Attending Foundation campaign launches for National Smile Month and Mouth Cancer Action Month.
- Being a member of, and participating in, subcommittees if required – this may include face to face meetings, teleconferences or web conferencing.
- Attendance at an annual Board and Executive joint strategic planning day (*potentially an overnight stay*).
- ‘Ad hoc’ assistance as required which will vary according to the expertise of the individual Trustee.
- This is an unpaid position. Travel and other reasonable expenses are refunded in accordance with our Trustee expenses policy.

Overall the time commitment is approximately 6 -10 days a year.



Equality and Diversity

To fulfil our commitment to promote equality and value diversity we seek to ensure that our Board is, as far as possible, representative of society in general.

The Oral Health Foundation aims to remove barriers that could stop someone from being a Trustee who has the skills, knowledge and experience to do so. We will do this by:

- Keeping board papers easy to understand.
- Translating documents or providing accessible formats.
- Paying trustees reasonable expenses.
- Holding meetings at venues that are accessible for people with disabilities.

- Giving everyone a chance to contribute to discussion at meetings.
- Provide Trustee induction and training.
- Providing ongoing support from Head Office.

We are committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This includes providing application forms in an alternative format, or making adjustments to the interview process.

Person Specification

There are broad competences, knowledge and experience required of all Trustees as well as specific skills against we are seeking to recruit. The application form includes a Board Skills Audit which candidates must complete as part of the selection process, and which will form the basis of an initial interview along with evidence supporting the following attributes:

Commitment

- Ability to understand and accept the duties and liabilities of a charity trustee.
- Empathy with the vision, mission and aims of the Oral Health Foundation.
- Willingness to devote the necessary time and effort including: participating in other tasks as arise from time to time (e.g. interviewing new staff, attending Board and other meetings); keeping informed about the activities of the organisation and wider issues, which affect its work.

Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to keep mission-focused.
- Ability to analyse and evaluate management information and other evidence.
- Willingness to listen and learn.

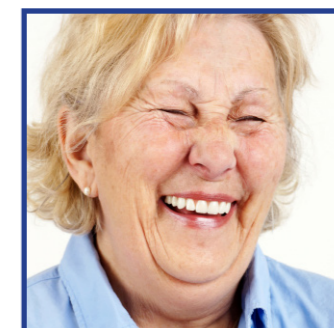
Communication and Team Working

- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Ability to influence and engage.
- An ability to work effectively as a member of a team to form an effective governing body for the organisation.
- Willing to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately.
- Willingness to be available to staff for advice and enquiries on an 'ad hoc' basis.

Accountability

- Willing to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on confidential and/or sensitive information.
- Commitment to the Foundation and to its mission, vision and values.

On appointment Trustees must complete a conflict of interest declaration and register any outside interests that may be relevant. This is to identify potential conflicts of interest they have in relation to any aspect of the Board's work.



Induction

All new Trustees are required to undertake a short induction programme at the Oral Health Foundation's Head Office in Rugby to ensure that new Board members are fully aware of the implications of their role as a Trustee and of their responsibilities in discharging that role.

Appointment Process

In the first instance you should complete the attached application form and skills audit and return to the Director of Operations Kerry Geldart kerry@dentalhealth.org

A short list of candidates will then be invited for interview by the President, Chief Executive and other trustees prior to potential appointment.

Pre-Appointment Observer Status

Successful applicants as potential Trustees will be invited to attend a Board meeting as an observer (for which travel expenses can be claimed in accordance with the Foundation's Trustee expenses policy) prior to appointment to ensure that they are fully conversant with current Board concerns and dynamics by the time of their appointment, and that there is mutual agreement to proceed with appointment.

Timetable

Recruitment of suitable Trustees is an ongoing process so the Oral Health Foundation will be pleased to hear expressions of interest whenever they arise.

How to Apply

All applicants are required to complete the application form as part of this pack and also available for electronic download and completion from the Oral Health Foundation's website www.dentalhealth.org

For an informal initial discussion about the role, please contact the Oral Health Foundation's Director of Operations, Kerry Geldart, by telephone on 01788 539 781 or email kerry@dentalhealth.org

Our team at the Oral Health Foundation is dedicated to improving health and wellbeing by reducing the harm caused by oral diseases.

As a leading national charity, our passion to provide education, motivation, guidance and support to millions of people every year continues to grow as we change people's lives for the better.



**Oral Health
Foundation**

Better oral health for all

www.dentalhealth.org

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