



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

# APPLICATION PACK

## Chair



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

Dear Applicant

### Chair Application

Thank you for your interest in Fertility Network UK. We're an independent charity working hard to help the 3.5 million people in the UK affected by the devastation and pain of fertility issues. We're at a time of board change and seeking a new chair to lead the Board. We are delighted that you're considering joining us.

It's an exciting time for the charity and your opportunity to influence its strategic direction and join a passionate and dynamic board. You can help create the future and make the journey of dealing with fertility challenges easier not only today but for future generations.

In this pack you will find:

- Some information on what the charity does and where you can find out more;
- Some information on what it means to be a trustee and chair; and
- The chair advert and role profile.

**The application process:** Please send us (each maximum 2 sides of A4):

1. your CV; and
2. a supportive statement outlining how you meet the requirements of the chair specification (using examples where possible) and your motivation for applying.

We're interested to learn about the qualities and/or experience you would bring, how you could help fill our skills and diversity gaps (if applicable) and your vision for the charity going forward.

Submit these titled 'Chair Application' marked for the attention of the Acting Chair of the Board at [office@fertilitynetworkuk.org](mailto:office@fertilitynetworkuk.org)

We'd be very happy to have an informal discussion with you about the role. Drop us a line via [office@fertilitynetworkuk.org](mailto:office@fertilitynetworkuk.org) and we'll arrange a time with you.

Thank you so much for your interest in Fertility Network UK. I look forward to hearing from you soon.

With best wishes,

**Acting Chair of the Board**



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

### What does Fertility Network UK do?

Fertility Network UK provides free and impartial support, advice, information and understanding for anyone affected by fertility issues. We are the nation's leading patient-focused fertility charity and are here on a practical and emotional level to offer support services, information and access to a community of people affected by fertility problems.

- We provide help to people considering their future fertility; those trying to become parents; those facing the challenges of childlessness; those successful after fertility problems and those who need help to access NHS-funded fertility treatment.
- We are the patient voice in the campaign for equitable access to NHS fertility treatment in the UK – based on medical need and not postcode. We co-chair campaign group Fertility Fairness, and ensure that the issues which matter to patients are heard by politicians, policy-makers and health commissioners.
- Our education project (presently in Scotland) raises awareness of the importance of fertility education in protecting and maintaining future fertility and highlights some practical steps young people can take to help protect their future fertility.

We work with the media to raise public awareness of all aspects of fertility issues, to highlight the need for equitable access to NHS fertility services and to promote the need for fertility education in order to protect and maintain future fertility.

You can find out more information about the charity by looking at:

- Our website: <https://fertilitynetworkuk.org/>
- Our Annual Report and Accounts which are available to download at [Companies House](#)
- Or you can follow us on social media – we are on Facebook, Twitter and Instagram as well as LinkedIn.



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

## What are trustees?

You should be aware of the relevant Charity Commission Guidance, in particular, [CC3 The Essential Trustee](#).

Our trustees are the people that have overall oversight of the charity. They are not involved in running the charity on a day-to-day basis as we have a team of staff and volunteers that do this. However, our board of trustees collectively make decisions about the approach the charity will take and its future direction. They make sure that we have the policies and procedures needed to show we're complying with our legal obligations. They provide support, ideas and constructive challenge to our staff team to test thinking and help the charity to achieve the best it can for our services users and demonstrate the difference that we make.

The Charity Commission describes the role of trustees as follows: *"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run."*

You can read a summary of the duties that trustees have [here](#).

We have recently expanded from a board of [4 trustees](#). In addition to your duties as a board member, as Chair you'll lead the board, plan and run meetings of the board as well as represent and act as a spokesperson and figurehead for the charity. We really want our board to represent our community, so we'd love to hear from all ages and backgrounds. Being a trustee is a voluntary role, but the charity will pay for out-of-pocket expenses e.g. for travel to trustee meetings in line with our agreed policy.

## Meetings and time commitment

- We hold trustee meetings once a quarter in London, usually on a Saturday from 10am to 1pm.
- The agenda and papers are usually emailed to trustees the week before to give time to read them.
- Once a year we spend a whole day together to think about our future plans and to provide training to trustees as a group. This is usually on a Saturday at an agreed location.
- Trustees stay in touch regularly by conference call. As the Board expands, we're creating various sub-committees which you may participate on or chair, as well as bring each of these together cohesively.
- You'll be asked to give leadership and cohesion, contribute your thoughts and advice on topics between meetings, usually via email or telephone, and occasionally to engage in ad-hoc tasks and groups.
- As chair, you will also have a close relationship with the CEO and have regular meetings.



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

- You'll be invited to events sometimes. We encourage trustees to attend as many as they can, and as Chair you'll represent and act as a spokesperson and figurehead for the charity.



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

- **Chair Role Profile**

**Overview**

The Chair is a member of the board. The chair will provide leadership and direction to the board to enable it to fulfil their responsibilities for the overall governance and strategic direction of the organisation. They will lead the board to ensure that the organisation pursues its objects as defined in its governance document, charity law, company law and other relevant legislation/regulations.

A key responsibility will be to hold the board and Chief Executive to account for the Charity’s mission and vision, providing inclusive leadership to the board of trustees, ensuring that each fulfils their duties and responsibilities for the effective governance of the charity. This includes leading the trustees and executive in developing, shaping and delivering the strategy for the future. The Chair will also support, and where appropriate, challenge the Chief Executive helping them to achieve the aims of the organisation and optimising the relationship between the board of trustees and all employees and volunteers. They will work in partnership with the Chief Executive acting as an ambassador and the public face of the charity.

The role requires someone who embodies our values and is willing and able to represent the charity at events and with stakeholders and act as a champion and advocate for the needs and views of our service users. As with all charities the greatest challenge we face is ensuring our financial future. Ideally the successful candidate will have social and/or business networks they are willing to use to help further our ambitions, have strong interpersonal and communication skills, and be able to challenge. Skills and experience in fundraising and income generation would also be of great value.

The board has recently expanded and so this is a great time to join an enthusiastic new team. We want our board of trustees to represent our community, so we’d love to hear from applicants from all ages and backgrounds. We are looking for our future Chair to be someone who can lead in building the board team and developing them, as well as succession planning and recruiting new members.

When	<p>Meetings of the Board of Trustees take place every quarter, on a Saturday, usually for three hours (10:00am – 1.00pm)</p> <p>Annual Meeting – one full day, usually a Saturday.</p> <p>Ad hoc – usually by conference call; very occasionally may be in person at agreed location.</p>
------	---



fertilitynetworkuk

2<sup>nd</sup> floor office  
 The Forum in Greenwich  
 Trafalgar House  
 Greenwich  
 London  
 SE10 9EQ  
 T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

	Regular contact with the CEO.
Where	Board Meetings - London Annual Meeting – at an agreed UK location. Other – by phone or as otherwise arranged.
Remuneration	This is an unpaid voluntary position. Out of pocket expenses will be reimbursed in line with our agreed policy
Accountable to	The board of trustees
Time commitment	Time commitment will include planning, preparation for and attendance at board meetings, ongoing advice/governance as required, and attendance/support within sub-committees. E.g. participating on or chairing Committee(s). We are a small charity and Board expertise is called upon as appropriate to support the Charity. You'll be invited to events sometimes as chair you'll act as a spokesperson and figurehead for the charity.  Approx. 2/3 days per month in addition to attending the quarterly board meetings and the Annual Meeting.  Regular contact with the CEO – currently biweekly and as required.

### Description of the role

Working closely with the Chief Executive, the post-holder will report to the Board of Trustees at regular intervals, provide leadership to the board, plan and run meetings, participate on committees or working groups that they chair or lead and work to bring each of these together cohesively and effectively. They will also represent and act as spokesperson/figurehead for the charity.

As chair, you will engender clarity of purpose, create a cohesive board with considered decision making and constructive relationships. The chair sets the tone for the rest of the board and ensures effectiveness of governance.





fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

## Person Specification

- Previous experience as a Chair of a voluntary organisation is desirable;
  - Essential – to have been a Trustee of another charity;
  - Strong leadership skills and experience at senior organisational level;
  - Experience of chairing (board) meetings in relevant sectors;
  - Creativity and ability to create and articulate a vision for the charity;
  - Ability to build, develop and maintain networks and relationships at all levels within and beyond the sector. Able to communicate with a range of stakeholders, including members of the public;
  - Excellent communication and interpersonal skills. Able to persuade and influence effectively to help the charity achieve its goals;
  - Articulate and comfortable speaking to a variety of audiences;
  - An ability to work effectively in cross-functional teams as well as to manage conflicting views;
  - Ability to seek out and identify new developments and opportunities to help the charity maximise its potential and also stay relevant and ahead of the curve;
  - An understanding of the relevant regulations and compliance as they apply to the charity, or a commitment to upskill to acquire these quickly as part of being in the role;
  - Financial awareness and skills to help ensure financial management and probity of the charity's plans and to measure performance against targets set. Good business common sense is required;
  - A willingness to help the executive/operations teams have the capabilities needed to implement the strategy, and seek out opportunities to operationalise the charity's plans;
  - Where needed, a willingness and ability to coach and mentor others;
  - Strategic vision and ability to exercise independent judgement, common sense and diplomacy;
  - Ability to distinguish between the agenda of Fertility Network UK and their own personal views;
  - Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
  - Committed to the aims and objectives of FNUK in promoting it in the best interests of beneficiaries, stakeholders and staff;
  - Capacity and desire to give time to the role with agreed commitment.
- 
- Adherence to the Nolan Principles of Public Life (attached)
  - Commitment to equality and diversity and data protection





fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

### **Leadership**

- To provide leadership by ensuring everyone remains focused on delivery of the charity's mission and purposes;
- To lead and enable the board to set, update and implement the agreed vision and strategy in conjunction with the CEO and wider staff;
- To lead the board in overseeing and monitoring performance, both financially and in terms of delivering on its objectives, strategy and aims and where appropriate to challenge the CEO and SMT on delivery and implementation;
- To ensure the board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and to manage and mitigate the risks; and
- To safeguard the good name and values of the organisation, represent the views of the charity fairly and without bias and work within the ethos and values of the charity.

### **Board governance and effectiveness**

- To ensure that the organisation fulfils its responsibilities for the governance of the organisation, complying with charity law, company law and any other relevant legislation
- To ensure that the charity acts in accordance with and pursues its objects as defined in its articles of association;
- To ensure governance structure is appropriate to enable it to best take forward its charitable objectives;
- Together with the Chief Executive, to plan and set the agenda for the board and other meetings;
- To chair meetings of the board effectively and efficiently, with impartiality and objectivity to the decision-making process;
- To monitor that decisions taken at board meetings are implemented;
- To ensure clarity of purpose, create and maintain a cohesive board with considered decision making and constructive relationships, and ensure the effective governance;
- To ensure that trustees are fully engaged, and to keep them appropriately informed of important matters arising between meetings;



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

- Where the situation demands, if possible in consultation with an appropriate board member and/or Chief Executive, to take urgent decisions outside of board meetings, and presenting them to the board for subsequent ratification;
- Appropriately develop the knowledge and capability of the board;
- Appraise the performance of the board and trustees on an annual basis;
- Ensure the board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively; and
- To chair appointment, disciplinary, grievance and whistleblowing panels when appropriate and in accordance with relevant policies.

#### **External relations**

- To represent and act as a spokesperson/figurehead for the charity, as appropriate.
- To attend external functions, meetings and events; and
- Develop and maintain good relationships with key stakeholders and partner organisations.

#### **Relationship with the Chief Executive**

- To establish a constructive and effective working relationship with and to line manage the Chief Executive, providing support and guidance where appropriate and ensuring he/she is held to account for achieving agreed strategic objectives;
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship where each can speak openly about concerns, worries and challenges;
- Liaise with the Chief Executive to maintain an overview of the charity's work; and
- To lead the appraisal of the performance of the Chief Executive.

#### **Nolan Principles of Public Life**

##### **Selflessness**

Holders of public office should act solely in terms of the public interest.

##### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.



fertilitynetworkuk

2<sup>nd</sup> floor office  
The Forum in Greenwich  
Trafalgar House  
Greenwich  
London  
SE10 9EQ  
T: 01424 732361

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.