**Communication Matters**

**Call For Trustees 2021**

This year there is **a handful of vacancies** on the Board of Trustees. The announcement of Trustees will take place at the virtual Annual Meeting on Monday 13th September 2021, during the virtual Communication Matters International AAC Conference.

**What does being a Trustee involve?**Trustees have a very important role. They share the ultimate responsibility for governing Communication Matters and directing how it is managed and run. Communication Matters is the UK Chapter of ISAAC (International Society for AAC).

The Board of Trustees appoints a Chair, Deputy Chair and Treasurer – however **all** Trustees are equally responsible for keeping Communication Matters running and to enable it to carry out its range of activities.

The Board of Trustees meets either virtually or at the University of Leeds four times a year in November, March, May and September (the day before the Annual Conference). Two of these meetings are usually two day meetings and so overnight accommodation can be arranged for those living a long way from Leeds.

Trustees are expected to attend all the Board meetings and also to represent Communication Matters at other meetings and events during the year. As well as these face-to-face meetings, Trustees communicate with each other frequently by email, phone & Zoom – there’s a lot to do to keep Communication Matters running smoothly!

Employed Communication Matters Associate Members who are considering standing as a Trustee should discuss this level of commitment with their line managers before seeking appointment and are welcome to contact our Chair, Helen, with any further questions: chair@communicationmatters.org.uk.

For more information about the role of Trustees, visit:
<https://www.communicationmatters.org.uk/about-us/trustees-and-staff/>
and please also read ‘*Further important information from the Board of Trustees’* on the next page.

You may also find it useful to read this document from the Charity Commission: <https://www.gov.uk/government/publications/charity-trustee-welcome-pack>

**What are Communication Matters looking for?**Communication Matters needs Trustees with a **range of skills** who can help to develop it as an organisation and implement its strategic objectives. Particularly important to us this year are:

* people with skills in Finance looking to become our next Treasurer
* someone with a Clinical Science / Environmental Controls background
* a Teacher or someone who works in Education
* people with skills in Strategy / Business
* someone with experience of Bid Writing / Fundraising

We are keen to increase the inclusive nature of the Board of Trustees so that it more accurately reflects the diverse nature of the CM membership and so we would encourage individuals from all communities to put themselves forward as a Trustee.

Perhaps most important is commitment and enthusiasm and a capacity to give of your own time.

**Am I eligible to be nominated as a Trustee?
YES! If you:**(a) want to help Communication Matters develop and further its aims and objectives;
(b) are a fully paid-up **Individual** AssociateMember of Communication Matters for 2021;

 Note that it is not the role of a Trustee to represent the organisation for which they work or in which they have interests, so if you have CM Organisational, ISAAC Institutional or ISAAC Corporate membership, **you are required to have or to take out an Individual membership in your own name** (to check your membership category and number, please email admin@communicationmatters.org.uk or ring 0113 343 1533);

(c) have time to devote to Communication Matters work, to attend Trustees’ meetings and to represent Communication Matters at other events; at busy times of the year you might find you’re spending two or three hours a week working on tasks for Communication Matters;

(d) can attend the virtual Annual Meeting of Associate Members on Monday 13th September 2021 from 3.30pm.We would love to meet you, if this will be a problem please contact us.

**Further important information from the Chair of the Board of Trustees - please read!**

The time has come again to request nominations for Trustees for the next term in the life of Communication Matters. This is a role which demands stamina, commitment and skill mixing but which can be very stimulating and enjoyable!

The Board is usually made up of 12 Trustees, all of whom are unpaid volunteers. Each year at least four Trustees have to stand down. There are also places on the Board for up to three co-opted Trustees who serve for up to a year.

Trustees are usually appointed for a three year term of office; they can then either stand down or stand for re-appointment on a further two occasions.

This year two Trustees are standing down after being long-term Board members, Nicola Hayton (Treasurer) and Zoë Clarke. And three Trustees have reached the end of their term of office – Amy Hanschell, Martin Fisher and Saffron Murphy-Mann. We are delighted that Amy, Martin and Saffron have all decided to stand for re-election.

As a Board of Trustees we also have the option of appointing up to 3 places for co-opted Trustees who serve for a year. This is often a good way for people to be introduced to the role of being a Trustee. Please feel free to contact the Chair if you would like to discuss any of these roles further.

The present Board of Trustees is as follows:

|  |  |
| --- | --- |
| *Name* | *Designation* |
| Helen Whittle (Chair)  | Speech and Language Therapist  |
| Vicky Healy (Deputy Chair) | Speech and Language Therapist  |
| Nicola Hayton (Treasurer) | Assistive Technologist |
| Zoë Clarke | Clinical Scientist (and sibling of a communication aid user) |
| Martin Fisher | Regional Manager at an AAC Specialised Service |
| Rob Gregory | AAC Company Supplier |
| Amy Hanschell  | Speech and Language Therapist (Scotland) |
| Jenny Herd | Parent of an AAC user |
| Saffron Murphy-Mann | Senior Teacher  |
| Andrea Sharples | Clinical Director at an Independent Speech & Language Therapy Service |
| Mark Street | AAC Company Supplier |

At the end of one Communication Matters year and the start of another it is important to remember that all the Trustees serve on a voluntary basis, I wish to express my grateful thanks to everyone who has served on the Board this year.

*Helen Whittle,* Chair of Communication Matters

**How can I be nominated?**

You need to use the form below to provide information (no more than 200 words) to be included on the online survey (e.g. your role/interests/activities, why you want to stand as a Trustee, what you could bring to the organisation). The survey is sent to all of our associate members to give their opinion on who they would like to serve on the Board.

**Your nomination must be proposed and seconded by current paid-up associate members (any category) of Communication Matters.** **Your proposer and seconder must have different membership numbers. You must also be a current (individual) associate member.**

To be included in this year’s nomination list, please email your completed form to admin@communicationmatters.org.uk by **Friday 23rd July 2021.**

**The Voting Process**

The Trustees of Communication Matters are keen to reflect the views and wishes of the Associate Membership and so ask all prospective new Trustees to provide some information about themselves and why they'd like to be a Trustee. The Associate membership then “vote” for their preferred nominees and this vote informs the final decision of the Trustees.

Current paid-up associate members of Communication Matters will be sent a link to an online survey to cast their vote. The online voting process will remain open until noon on Friday 3rd September 2021. If you have any questions related to online voting, please contact admin@communicationmatters.org.uk.

2021 Nomination Form for Potential
Communication Matters Board of Trustees

Name of nominated person:  Enter name of nominated person

Membership No. of nominated person: Enter membership no. of nominated person

Name of proposer: Enter name of proposer
Membership No. Enter membership no. of proposer
Please tick this box to confirm your proposer has read this document [ ]

Name of seconder: Enter name of seconder
Membership No. Enter membership no. of seconder
Please tick this box to confirm your seconder has read this document [ ]

1. Information for inclusion on the online survey (no more than **200 words**). Please include your relevant experience and skills and why you want to stand as a Trustee:
 Enter information for inclusion on the online survey (no more than 200 words)

2. If you are employed - please tick this box to indicate you have discussed, with your line manager, your nomination and the level of commitment required [ ] .

3. If you are an AAC user or have a disability - please tell us what support you would require to be a Trustee and attend meetings:
 Enter information for Trustees

4. All nominees - please tick this box to indicate you have read the Trustees Code of Conduct and our Trustee Conflict of Interest Policy, both of which are available to download from [here](https://www.communicationmatters.org.uk/about-us/trustees-and-staff/) [ ]  .

5. Please download, complete and return our Equal Opportunities Monitoring form along with this nomination form.

Please email your completed nomination form (and equal opportunities form) to Communication Matters, to arrive by **Friday 23rd July 2021** to **admin@communicationmatters.org.uk**