



Sarcoma UK
The bone & soft tissue
cancer charity

Trustee



Dec 2021



Welcome

Thank you for your interest in becoming a Sarcoma UK trustee.

I became Chair of the charity in December 2020 and I am one of 12 trustees who are responsible for Sarcoma UK's strategic direction and governance.

We are hugely proud of the impact we have had on sarcoma patients' lives and the progress against the disease but there is a long way to go. Our long-term vision is that **all** people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

We recently celebrated our tenth anniversary as a charity and the theme for our anniversary year was 'People Make Sarcoma UK'. None of the advances we have made would be possible without the hard work and commitment from our staff, our volunteers, our supporters and our partners. We're looking for passionate people to join our Board of Trustees to continue this progress and help us achieve our long term objectives.

Sarcoma can affect anyone. That's why we fund vital research, campaigns for better treatments and offers of support for everyone. We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your ethnicity, religion, age, neurodiversity, disability status, economic background, gender identity or expression or sexual orientation or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma. And that's a win for everyone.

We're bringing about change. Join us in doing that.

Sharon Reid

Chair of the Board of Trustees



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Who we are

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our mission

To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma
- More will be known about the causes of sarcoma
- Everyone affected by sarcoma will have access to the best treatment and care

Role overview

You will be expected to:

1. Uphold and adhere to the highest standard of charity governance as set out by the Charity Commission.
2. Contribute to the strategic direction of Sarcoma UK.
3. Monitor the performance of the Executive team against the organisation's strategic and operational plans.
4. Contribute to the identification and monitoring of risk.
5. Participate in meaningful discussions at Board (and committees) with your expertise, skills, knowledge and experience.
6. Scrutinise Board papers and ask appropriate questions, challenge and support.



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7. Actively input in to discussions, apply good judgement and contribute to the decision-making process.
8. Have courage to make difficult decisions when required.
9. Be an inspirational and charismatic ambassador and an advocate at all levels for Sarcoma UK, with patients, researchers, policy-makers, volunteers, partners and others.
10. Maximise your networks and identify opportunities that will benefit Sarcoma UK.
11. Challenge the Board, Executive team and the Board's advisers constructively, ask questions, be inquisitive and welcome challenge back.
12. Seek and increase knowledge, understanding and being willing to learn and improve.
13. Build constructive, positive relationships with other Trustees and staff with a willingness to listen and understand.
14. Be responsive to a changing world, actively engaging with and learning about developments in the charity sector and beyond.

Trustees' Code of Conduct

This code sets out the principles expected of Sarcoma UK's Trustees to fulfil their responsibilities. It is based around on three key areas:

- Maintaining the highest standards of integrity;
 - Ensuring that the organisation is effective, transparent and accountable;
 - Ensuring a good working relationship with the Chief Executive and employees.
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1. Trustees hold themselves accountable to the organisation's stakeholders including the public, for the Board's decisions, the performance of the Board and the performance of the organisation.
 2. Except where legally authorised, Trustees should not gain financial or other material benefit for themselves, their families or their friends from their Trusteeship of the charity.
 3. Trustees will conduct themselves in a manner that enhances the reputation of the organisation. Where Trustees are aware of anything that could be damaging to the reputation of the organisation or to its



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staff individually or collectively this will be raised immediately with the Board and the Chief Executive.

4. All discussions within the Board (in particular those relating to sensitive or business issues) should remain confidential.
5. Sarcoma UK Trustees will make decisions together and take joint responsibilities for them. Such decisions should be recorded.
6. Trustees will disclose their interests in the Sarcoma UK register of interests.
7. Trustees will endeavour to maintain links and keep in touch with the organisation through regular contacts or visits, in order to develop a working knowledge of the organisation.
8. Trustees should act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other employees.

Legal responsibilities

Your legal responsibilities include:

1. Ensure Sarcoma UK is well run, solvent and delivers its charitable outcomes.
2. Ensure funds are not placed at undue risk or misused.
3. Ensure Sarcoma UK complies with regulation and law.
4. Act with integrity and avoid conflicts of interest.
5. Commit to the improvement of governance and the governing skills of Sarcoma UK's Board of Trustees.

Formal guidance on the responsibilities of trustees is issued by the Charity Commission: see Guidance Note CC03

www.gov.uk/government/publications/the-essentialtrustee-what-you-need-to-know-cc3 which all trustees are given upon appointment.



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The commitment

1. You will be expected to attend four meetings a year – these meetings last up to half a day each. In addition, you may be invited to take part in one of our sub committees which meet less frequently and often virtually.
2. Meetings tend to take place in or near our offices in Old Street however during the pandemic we have been meeting virtually or in a hybrid way.
3. You will be encouraged to attend an occasional supporter event or reception.
4. You may be asked to carry out training on certain aspects of your role or responsibilities.
5. Whilst this is a trustee role, reasonable travel expenses will be reimbursed.
6. The term of appointment will be three years but trustees are usually eligible for a further term of three years. However, exceptions may be made to extend this period if this is necessary to maintain scarce skills and experience on the Board.



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Sarcoma UK strategy

Our long-term vision

All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

What this means for people affected by sarcoma



Patients will be diagnosed earlier (at stage I or II)



Patients will live longer



Patients will have better experiences of their sarcoma

To achieve this over the next three to five years we will focus on:

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| <ul style="list-style-type: none">• Improving education on sarcoma for healthcare professionals.• Increasing awareness of sarcoma.• Improving referral and access to scans.• Prioritising research into the early diagnosis of sarcoma. | <ul style="list-style-type: none">• Ensuring patients have more treatment options.• Ensuring all care is given at specialist centres or involves sarcoma multi-disciplinary teams.• Supporting more targeted treatments.• Improving our understanding of sarcoma and how it develops. | <ul style="list-style-type: none">• Funding research to improve outcomes and quality of life.• Ensuring access to the most appropriate care and support.• Ensuring patients have more access to reliable, transparent information.• Enabling patients to have access to peer support. |
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How to apply

If you would like to apply for the position of Trustee please send your CV, along with a brief covering letter to: jobs@sarcoma.org.uk explaining your interest in Sarcoma UK and how you believe you could contribute as a trustee.

For further information on Sarcoma UK please visit: www.sarcoma.org.uk