

## NCRI Trustee (Consumer)

### Role profile

#### About the NCRI

The National Cancer Research Institute (NCRI) is a UK-wide partnership of cancer research funders, established in 2001.

NCRI works to coordinate research related to cancer, to improve the quality and relevance of research and to accelerate translation of research into clinical practice for the benefit of patients.

Our work to advance cancer research puts cancer patients and carers at its heart, by inviting patients, carers and others affected by cancer (also known as 'consumers') to participate in all aspects of our work.

For more information visit [www.ncri.org.uk](http://www.ncri.org.uk)

#### Governance

NCRI is a Charitable Incorporated Organisation (CIO) governed by a Board of Trustees in accordance with the NCRI constitution.

The Board of Trustees, led by the NCRI Chair, oversees a robust governance framework. The CIO's governance complies with the Charity Governance Code for the Voluntary and Community Sector endorsed by the Charity Commission.

Trustees are jointly and severally the custodians and guardians of the NCRI. They have a duty to exercise all reasonable care, skill and diligence. They are responsible for ensuring that the NCRI's resources are used effectively in pursuit of its main objectives and they have overriding accountability for all that is done in the NCRI's name.

The Trustees are required to adhere to the seven principles of public life (Nolan Principles).

#### The role of a trustee:

The role of a trustee of the NCRI is to:

- Agree the NCRI's vision, strategy and objectives, ensure that the necessary financial and human resources are in place for the NCRI to achieve its purpose, pursue its charitable objects and provide public benefit.
- Oversee the governance of the NCRI in line with the NCRI's policies, its governing documents and legal and regulatory requirements, paying attention to compliance with the Code of Good Governance for the Voluntary and Community Sector;
- work in partnership with the Chief Executive, helping him/her achieve the aims of the NCRI
- scrutinise and hold the Executive to account
- take proper account of evidence and guidance at its disposal
- represent the NCRI in communications with key senior stakeholders and partners

Formal guidance on the responsibilities of trustees is issued by the Charity Commission: see Guidance Note CC03 <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> which all trustees are given upon appointment.

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## Key Relationships

- NCRI Chair and Trustees
- The Chief Executive and senior management team
- Partners and Associate partners
- External stakeholders

## Responsibilities of NCRI trustees:

- Trustees review management's performance in delivering against the objectives. In fulfilling these requirements trustees should work closely with the NCRI Chief Executive and Senior Management Team (SMT) whilst being prepared to challenge constructively;
- Provide advice and support to the Chief Executive and SMT and, in particular:
  - act as ambassadors for the work and profile of the NCRI
  - take an interest in specific areas of the NCRI's work in which their own skills, knowledge and experience would enable them to provide advice and support
  - provide introductions to key external stakeholders (both existing and prospective) from within their own networks of contacts
  - where appropriate, coach executives in opportunities and ideas for improving their effectiveness.
- Uphold the highest ethical standards of probity, integrity and confidentiality;
- Satisfy themselves regarding the integrity of financial information, and that financial controls and systems of risk management are robust and defensible;
- Safeguard NCRI's assets and ensure its solvency, including ensuring that the use of the Charity's funds and assets are only in furtherance of its objectives;
- Satisfy themselves that appropriate levels of remuneration of the SMT are in place, that succession planning is regularly reviewed, and that a process has been established for the annual appraisal of the Chief Executive's performance;
- Familiarise themselves with the NCRI's operations and activities to enable them to support executives in their leadership of the business and to question intelligently, challenge rigorously, exercise independent judgement and decide dispassionately;
- Recognise the importance of teamwork and good boardroom practice which should not inhibit trustees from expressing their own or a contrary opinion in a constructive manner;
- Ensure that, on appointment, they receive a comprehensive and tailored induction;
- Ensure that on an ongoing basis they receive appropriate training for their position as a trustee of the NCRI. Any such training will be coordinated by the NCRI Chief Executive under the overall direction of the Chair;
- Satisfy themselves that they receive information sufficiently in advance of meetings and in a format which enables them to give thorough consideration to the issues. Any shortcomings should be drawn to the attention of the Chair or Chief Executive;
- Ensure that they always act in the best interests of the NCRI to promote its success, regardless of any other responsibilities they may have;
- Avoid actions which might put the NCRI's assets and/or reputation at undue risk and consider the wider implications of their decisions;
- Adhere to any of the NCRI's policies that apply to them, for example the Conflicts of Interest Policy; and
- Seek external advice where there may be a material risk to the NCRI or where there may be a breach of trustees' duties.

## **Person specification**

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A knowledge of the Seven Principles of Public Life (Nolan Principles) and a willingness to adhere to them
- Experience of sitting on a formal committee or working group and an understanding of the conventions by which such groups operate.
- Knowledge of the NCRI and one or more of its Partner organisations.
- Experience of cancer as a consumer (a patient, carer or person affected by cancer)
- Effective communications skills and the ability to think strategically and to work constructively as a member of a team to build consensus.
- Other skills and knowledge relevant to the role of a Trustee, in areas such as Finance, IT, marketing and ESG (Economic, social and governance).

## **Terms of appointment**

- You will be required to attend at least six meetings of the Board a year. You may also be appointed to sit on other committees. You will be expected to attend training events relevant to the role as necessary, usually in the region of two days per year. You must therefore be able to commit to at least six days each year.
- Whilst the role is unpaid, reasonable travel expenses will be reimbursed in line with the NCRI expenses policy.
- The term of appointment will be three years initially with the possibility of renewal up to a maximum of two further terms (unless there are exceptional circumstances which justify a further term being in the best interests of the NCRI).