

## Everything you need to know about being an Elected Trustee for Parkinson's UK

This year, we're looking for remarkable people to stand for election to become trustees from October: two for England, one for Northern Ireland. This is a particularly exciting time to become a trustee, as we'll soon be starting to plan for the next strategic period which will guide the charity's activities from 2027.

Our Board of Trustees (the Board) is the governing body of Parkinson's UK and is ultimately responsible for everything the charity does and how it does it. As part of the Board, you will provide inclusive leadership to the charity and our leadership team, ensuring the charity delivers maximum impact for people with Parkinson's and their friends and family. You will be an ambassador for Parkinson's UK in the country for which you are elected and more broadly.

You'll share individual and collective responsibility with your fellow trustees for the leadership and strategic direction of the charity. This requires trustees to contribute in an informed and active way to all aspects of the Board's work.

Our collective aim is to remove barriers so that everyone in our community can access the right support and services, tailored to their needs. To do this, we need to have a diverse and inclusive workforce that reflects the community we serve.

### What you'll do

**With your fellow Trustees**, you will:

- Put people with Parkinson's, and those who love and care for them, at the core of the work of Parkinson's UK and be committed to the aims and values of Parkinson's UK
- Help the charity better understand and address the needs of the whole Parkinson's community
- Follow the seven [Nolan principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Act reasonably and prudently in all matters relating to the charity and take decisions in the best interests of people with Parkinson's and those who love and care for them
- Maintain effective board performance and ensure the

### What you'll bring

- Strong and visible passion and commitment to the charity, its strategic objectives and cause
- Strong interpersonal and relationship building skills and the ability to work effectively as a member of a diverse team while contributing an independent perspective
- Ability to think logically and objectively and to analyse financial and/or other information in order to identify key issues/implications, make balanced judgements and effective decisions
- Tact and diplomacy, with the ability to listen and engage effectively
- Commitment to helping Parkinson's UK become a more

effective governance and administration of the charity

**Individually** you will:

- Build and maintain constructive relationships with your fellow trustees and with staff and volunteers in England or Northern Ireland respectively
- Engage fully with the work of the board, accept and stand by the decisions made by the board, and maintain confidentiality about the board's work
- Undergo an induction upon appointment and ongoing training to remain up to date with the duties and responsibilities of being a trustee and the work of the charity

equitable, inclusive and diverse organisation

- Knowledge and understanding of the charity sector and current issues affecting it or willingness to acquire this
- Experience of working with or as part of a Board of Trustees is not essential but transferable skills, e.g. working with a committee or other leadership group, would be helpful
- Experience using digital tools to work collaboratively or willingness to learn this (this is included because we share all Board information, and hold some Board and Committee meetings, over the internet and by email)

We welcome applications from all members in England or Northern Ireland who would like to be elected as a trustee, and this year the Board particularly encourages applications from people who have current or recent experience in any of the following areas: **LIST IS TO BE CONFIRMED BUT LIKELY TO INCLUDE**

- as a charity trustee or senior charity leader
- accountancy or financial management
- clinical research strategy
- people management or leadership
- leadership of substantial fundraising activities
- leading campaigning or influencing at an organisational level.

## How we'll help you

You will be provided with relevant information in a timely manner to enable you to make your decisions. You will be welcomed as a member of the board and provided with opportunities to participate in the wider life of the charity and be an ambassador for it.

**Learning and development** – A key part of our People and Culture Strategy is to continue to develop and enhance the learning experience during your time at Parkinson's UK, and we are proud to offer many learning opportunities, along with a full induction.

**Trustee support:** support is provided by a small governance team who act as point of contact for trustees and can assist with reasonable adjustments.

All new trustees are also offered the opportunity to match up with an existing trustee to act as a "buddy" to help to settle them into their role.

## Commitment to Equity, Diversity and Inclusion

At Parkinson's UK, we want to be here for everyone in the Parkinson's community. That's why we've created an [equality, diversity and inclusion](#) strategy. This strategy includes an overarching goal, three ambitions and our EDI promise.

**We know that not all trustees will be able to give the same time commitment to the role –some of our trustees are retired, while others are in full-time work and many have their own personal or caring commitments.**

**We're committed to encouraging a diverse range of trustee candidates from all walks of life and all groups within the community, including people with protected characteristics under the Equality Act 2010. If you have questions or concerns about the time commitment or other aspects of the role, please do discuss these with the Governance Team during the process.**

### A bit more about the role

**Anticipated length of role:** trustees are elected for a four year term. After that, they are able to stand again for election for a further four year term. **We recognise that it may feel too much for people with Parkinson's to commit to a four year term: if that's a concern for you, then let us know as we can work with you to find a way around this. (This will be confidential between you, the Governance Team and our Chair of Trustees – Gary Shaughnessy.)**

**Anticipated time contribution:** the estimated time commitment for the role will be around 12 to 15 days a year, including preparing for and attending meetings.

The Board usually meets around four times a year during normal business hours. Meetings will be a mix of in-person (50 Broadway, London, SW1H 0DB) and virtual (normally Google Meet) meetings. We encourage trustees to attend most meetings in person if possible. In addition, the Board has up to two development/ strategy away days each year for which in person attendance is expected.

In addition, trustees are expected to attend the Annual General Meeting. You should also allow the equivalent of two to three days in your first six months for induction and, ideally also the equivalent of a day a year to participate in any wider charity events, meetings or calls which may be of interest to you.

The role is an unpaid one. However, we'll reimburse trustees for reasonable out-of-pocket expenses (including hotel, travel and childcare costs and, where the trustee is a carer, the costs of arranging cover by a stand-in carer). Where a trustee is a person with Parkinson's, reasonable out-of-pocket expenses include the expenses of a person accompanying the trustee.

Your main relationships will be with:

- Chair of Board of Trustees
- Other trustees
- Chief Executive, the Executive Leadership Team and the Country Director for England or Northern Ireland respectively
- Company Secretary and Governance Manager

## Checks

You need to be:

- aged over 18
- a member of Parkinson's UK since at least 1 February 2025
- based in England or Northern Ireland (which means that your registered membership address is there) and
- sponsored by two Parkinson's UK members in England or Northern Ireland as appropriate.

You must not have been employed by Parkinson's UK, whether full or part time, during the last year – nor have received any payment for services rendered to Parkinson's UK.

In addition, Trustee candidates are subject to the following register searches and checks before appointment:

- DBS (Disclosure and Barring Service) enhanced criminal records check
- Individual Insolvency Register (maintained by the Insolvency Service)
- Register of disqualified directors (maintained by Companies House)
- Register of persons removed as a charity trustee (maintained by Charity Commission and Office of the Scottish Charity Regulator)

Individuals who appear on any of the above registers or who have any unspent convictions or cautions that make them ineligible to be a trustee or director under charity or company law will not be considered suitable for the role.

## What we do and how we do it

### Our purpose • our ultimate aim

Together we will find the cure, and improve life for everybody affected by Parkinson's.

### Our social mission • what we deliver

We're a people-powered movement. On the verge of major breakthroughs in Parkinson's. By uniting we will find a cure. Together, we will help people get the best care and will ensure everyone sees the real impact of Parkinson's.

### Our values • the way we work

**People-first:** We're a strong movement for change, informed, shaped and powered by people affected by Parkinson's. We value and support each other.

**Uniting:** We're people with Parkinson's, scientists and supporters, fundraisers and families, carers and clinicians. We're working, side by side, to improve the lives of everyone affected by Parkinson's.

**Pioneering:** We innovate across everything we do. Creative, courageous and with pioneering spirit, we strive to continually improve.

**Driven:** We live and breathe our purpose. We set clear goals and strive to deliver the greatest impact for people affected by Parkinson's.