



CANDIDATE BRIEF

*Trustee of the Board and
Chair of the Risk and Audit Committee*

**VERSUS
ARTHRITIS**

Versus Arthritis is seeking an additional member to the Board of Trustees who will also Chair the Risk and Audit Committee (RAC).

This is an exciting time to be joining Versus Arthritis.

Versus Arthritis was launched in September 2018, a new, bigger better and different charity created from the merger in November 2017 between Arthritis Care and Arthritis Research UK. Our ambitious vision is to create a world where arthritis is no longer tolerated.

In coming together we recognised the unique opportunity to fundamentally address challenges that both charities had been facing: the low status of arthritis as a major barrier to transforming the lives of people with arthritis; understanding and measuring the difference we were making with and for people with arthritis; the opportunity for greater investment in charitable activities alongside the need to invest in long term income growth to meet growing demand.

Arthritis steals people's independence and freedom of movement but is seen as something you just have to put up with. We don't agree. And we're building a movement to defy arthritis.

We are determined to fundamentally change the perception of arthritis, provide the support and solutions that people will look for and continue to invest in the development of new treatments and interventions. To do so we are changing what we prioritise, how we organise our resources; how we work and how we behave.

With such big organisational ambitions, we must make sure that the way we are governed effectively supports the organisation to deliver. We have established a new Risk and Audit Committee (RAC), a formal sub-committee of the Board of Trustees and are now looking for a new Trustee who will also take on the role of RAC Chair.

The Board has ultimate responsibility for Versus Arthritis, including setting the strategy and policy framework, ensuring the Charity pursues its objectives as defined in the governing documents, overseeing the work of the executive leadership team.

As Chair of the RAC you will work in partnership with the Chair of the Board, the Chair of the Finance Committee and Director of Finance and Corporate Services, to provide leadership and direction to the RAC in carrying out its governance and oversight role.

Read on for more details. You can also find out more about what we do and who we are on our website here: <https://www.versusarthritis.org/about-us/>

Our strategic direction

In becoming Versus Arthritis, we want to transform into a vibrant, sustainable organisation with a strong recognisable brand; the optimal blend of activity; the capabilities and skills needed to deliver; new, scalable income streams; and a large, growing supporter base in order to ensure long-term financial sustainability.

We are working through a period of transformation to April 2020 where our priorities are to:

- expand our reach and connections with many more of the millions of people who live with arthritis
- begin to tackle the climate of apathy around arthritis and by doing so empower people with arthritis to demand more

- increase the visibility of Versus Arthritis and what we do
- ensure that we are operationally fit for the future so that we have a sustainable platform that enables us to continue to do more with and for people with arthritis.

We are clear about the difference we want to make and have articulated six long term ambitions that we are working towards.

How we're governed

Versus Arthritis is a registered charity and a Company Limited by Guarantee. We are governed by a Board of Trustees who are also Company Directors. The Board has ultimate responsibility for Versus Arthritis and oversees the work of the senior executive, the Transformational Leadership Team.

Versus Arthritis employs around 321 people who are supported by thousands of talented and committed volunteers and supporters. We have offices in London, Glasgow, Belfast, Cardiff and Chesterfield.

You can find more information about our Board of Trustees, our Transformational Leadership Team and how we're governed and managed on our website: www.versusarthritis.org

The Board has responsibility for:

- setting the strategy and policy framework
- ensuring the Transformational Leadership Team is supported, as well as constructively challenged
- promoting the organisation externally
- ensuring the charity complies with its governing documents, company and charity law and all other relevant legislation and regulations
- ensuring the charity pursues its objectives as defined in the governing document
- ensuring the charity uses its resources exclusively in pursuance of its objects therefore fulfilling its purpose for the benefit of the public
- ensuring the charity maintains and regularly reviews proper procedures and controls

The role of a Trustee on the Board

We expect all Trustees to bring all their skills, knowledge and experience to the role. For the Board of Trustees to work effectively, Trustees will need to:

- develop sufficient knowledge about arthritis, musculoskeletal conditions and related matters to contribute at least to broad discussions on the subject
- the ability to focus on key issues and provide informed guidance on new initiatives,
- contribute in areas where the Trustee has special expertise (in this instance, risk and audit) an appreciation of the values and mission of Versus Arthritis
- following and understanding the application of good governance.

For information on the legal obligations of Trustees please refer to: [The Essential Trustee – Charity Commission Guide](#)

The Risk and Audit Committee

The RAC is one of four Board sub-committees (the others being the Appointments and Remuneration Committee, the Finance Committee and the Charitable Purposes Committee).

On behalf of the Board, the RAC provides the Board of Trustees with an informed and independent assessment of the management and control of resources and of risk throughout the Charity.

The Committee's role is to:

- maintain an overview of the Charity's processes for strategic risk management and governance, providing assurance that the Charity's internal control framework is satisfactory to deliver regulatory compliance
- provide oversight of internal and external audit arrangements alongside a consideration of the external auditor's review of the annual report.

The role of Chair of the Risk and Audit Committee

For this dual role, as Trustee of the Board and Chair of the RAC, the Charity is keen to attract individuals with:

- an appreciation of the purpose, ambitions and values of Versus Arthritis
- a background in audit and risk management oversight and compliance with legal obligations at a strategic level
- a sound understanding and knowledge of best practice in internal and external audit programmes at a strategic as well as operational level
- an understanding of organisational risk management concepts and processes
- the ability to offer support and advice with the Charity's risk management strategy and business plans
- experience of oversight and scrutiny of risks and the internal control framework
- ensure that the Committee is carrying out its role according to the terms of reference.

Skills and abilities

The RAC Chair should have:

- strong ability to exercise independent thinking and constructive challenge
- diplomacy and great people skills with the ability to work closely with and get the best from the Committee and the Investment and Audit Managers
- highly developed leadership and facilitation skills with the ability to create a climate that encourages input and maximises the contributions of all members of the committee
- senior strategic level experience, preferably attained at board level
- strong analytical and quantitative skills, judgement and decision-making.

Personal attributes and behaviours

- a personal demeanour and presence that secures the trust and confidence of others quickly
- strategic and entrepreneurial in approach with the ability to identify how the Charity can best meet its ambitions
- the desire and ability to be a good advocate for the Charity.

The post-holder is expected to:

- act prudently at all times including assessing any risks and ensuring that there are contingency plans which will protect the charity if any were to occur
- contribute actively in the role, giving clear advice and challenge to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against the agreed targets
- ensure that there is a proper appraisal of the audit programmes and they are managed in the most cost-effective way to enable the Charity to fulfil its planned activities and to ensure both its short term and long-term stability
- safeguard the good name and values of the organisation to ensure that it is held in the highest possible esteem; and
- conduct themselves with probity which may include (amongst other things) claims for expenses incurred, gifts and hospitality received and disclosure of conflicts of interest.
- Conduct themselves in alignment with the organisation's [Values and Behaviours framework](#)

Time commitment

The Board meets four times a year (currently, daytime, usually in London, there are facilities for those that cannot attend in person to 'dial in', as well as the flexibility on location depending on the location of the members). The RAC is a new committee but it is envisaged it will also convene four times per year. In addition, there is an annual awayday and conferences and other events to which Trustees are invited.

To fulfil the duties of the Chair of the RAC and Trustee of the Board effectively you should expect to commit to these meeting times and allow for preparation and reading of materials. There will be a requirement to occasionally take part in additional meetings with Trustees and/or senior employees. Trustees training is also provided to ensure ongoing development of good governance for the Charity. However, these sessions are usually arranged to take place on the same day as Board meetings.

Most of our Board and sub-Committee meetings are on dates fixed a year in advance and times to allow travel within most parts of the UK within a single day, but there is some flexibility of location for the meetings, depending on location of members.

If you are interested in the role but would require adjustments to our current arrangements, please do not hesitate to contact us for a discussion. You can contact the Governance Team at governance@versusarthritis.org

Remuneration

The role of Trustee and Chair of the RAC is unremunerated. Versus Arthritis will pay for reasonable out-of-pocket travel expenses in line with the Charity's expenses policy.

Length of Appointment

As a member of the Board and Chair of the RAC you will be appointed for a term of four years initially with the opportunity to extend for a second term.

Process & Timescales

Closing date for applications: **Midnight 1st September**

Preliminary interviews: This will be an initial informal discussion with the Chair of the Board and the Chief Executive: **9th September**

Formal panel interviews: **19th or 20th September**

How to register your interest

Please enclose with your application:

- a comprehensive and up to date CV
- along with a supporting statement summarising your experience in risk and audit and your motivation for applying

Please submit your CV and supporting statement to:

**Governance Team
Versus Arthritis
Saffron House
6-10 Kirby Street
London
EN1N 8TS**

Or email: governance@versusarthritis.org

If you would like to discuss this role, please email governance@versusarthritis.org. We will set up a suitable time for discussion.

Diversity

Versus Arthritis seeks to ensure that the composition of the Board reflects the Charity's commitment to equality, diversity and inclusion with everyone being able to participate and achieve their potential, irrespective of age, gender, sexuality, ethnicity, disability, marital status, religion or belief, and helping to engender a diverse approach to decision making in the committee and boardroom. We are working to improve diversity in all of its forms on our Board and we therefore encourage applications from people of all backgrounds.

Join us and use your skills, knowledge, passion and energy to help us defy arthritis.