

## **BLESMA MEMBER TRUSTEE VACANCY**

Blesma is currently looking for a committed, energetic and innovative member to join the Board of Trustees in 2022 and help set the strategic direction for our Association. Trustees have independent control over, and legal responsibility for, a charity's management and administration. They are required to:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable<sup>1</sup>

Blesma's rules state that the Board should consist of at least 50% Member trustees, in order to ensure that Members' experiences and views inform their vital work.

Trustees are expected to attend four Boards, a Board awayday and our Annual General Meeting each year. The position is voluntary, although expenses are paid.

If you have a passion for the Association and wish to help our members overcome injury to lead independent and fulfilling lives, please ([click here](#)) to view the Job Description, Person Specification, and details of how to apply.

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<sup>1</sup> See <https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>

## **JOB DESCRIPTION – Blesma TRUSTEE**

1. **General.** The Board of Trustees (the Board), must hold Blesma 'in trust' for current and future members and their dependants<sup>2</sup>. It does this “variously and individually” by addressing five key responsibilities:
  - a. Maintenance of a clear strategic vision, underpinned by sound planning and programming.
  - b. Compliance with all legal and regulatory requirements.
  - c. Overseeing the performance and culture of Blesma.
  - d. Guardianship of Blesma’s total assets, maintaining a duty of prudence.
  - e. Ensuring the highest standards of governance.
2. **Individual.** Trustees will individually:
  - a. Act within the governing document of Blesma and the law; and abide by the policies and procedures of the Association.
  - b. Support the objects and the mission statement of Blesma, using the skills or knowledge they have to further that mission.
  - c. Develop and maintain a sound and up-to-date knowledge of Blesma, including an understanding of how the Association operates, the social, political and economic environment in which it operates and the nature and extent of its work within the Service charity sector.
  - d. Strive to be an active trustee, making their skills, experience and knowledge available to Blesma both within meetings of the Board and seeking additional work outside such meetings, including membership of sub-committees if so invited.
  - e. Respect organisational, Board and individual confidentiality, whilst never using confidentiality as an excuse not to disclose matters that should be transparent and open.
  - f. Accept their responsibility to ensure that Blesma is well managed and will raise issues and questions in an appropriate and sensitive manner to ensure that this is the case.
  - g. Act in the best interests of Blesma as a whole and not as a representative of any group - considering what is best for Blesma and its present and future beneficiaries and avoiding bringing Blesma into disrepute.
  - h. Attend all appropriate meetings, including the Annual General Meeting (AGM) and other appointments at Blesma.
  - i. Actively engage in discussion, debate and voting in meetings; contributing in a considered and constructed way, listening carefully, challenging sensitively and participating in collective decision making.

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<sup>2</sup> For more detail on the duties and responsibilities of a charity trustee see: [Charity Commission Guidance - The essential trustee: what you need to know, what you need to do\(CC3\)](#)

3. **Collective**. The Board as a whole delivers the annual governance cycle which amounts to:

April. Finalising the report and accounts for the previous financial year, confirming strategic intentions, and confirming tasks for sub-committees.

June. Assessing in year performance and risks, confirming strategic direction and delivering the AGM to the membership.

September. Reviewing the strategy and setting the budget for the next financial year.

November. Confirming the budget for the next financial year and adjusting plans.

## **PERSON SPECIFICATION – Blesma TRUSTEE**

1. **Eligibility.** To be eligible for consideration as a Trustee you must:

- a. Be over 18.
- b. Not be an undischarged bankrupt.
- c. Have not previously been removed or disqualified, on the grounds of misconduct or mismanagement in the administration of a charity, from trusteeship of a charity by a court or the Charity Commission.
- d. Not be under a disqualification order under the Company Directors' Disqualification Act 1986.
- e. Not have been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

2. **Practice.** The Governance Standing Instructions of the Association state that Trustees personally:

- a. Will not put themselves in a position, unless authorized, where their personal and/or financial interests conflict with their duty to act in the interests of the Association. Where there is a conflict of interest, Trustees will ensure that this is managed effectively in line with Blesma's policies.
- b. Will prepare fully for all meetings and work for the Association. This will include reading papers, querying anything not understood, thinking through issues before meetings and completing any tasks assigned in the agreed time.
- c. Will actively contribute towards improving the governance of the Board, participating in induction and training and sharing ideas for improvement with the Board.
- d. Endeavour to work considerately and respectfully with all those they come into contact with at Blesma. They will respect diversity, different roles and boundaries and avoid giving offence. In the interests of the Association Trustees should be prepared to challenge on a matter in a constructive and respectful manner.
- e. Recognize that the roles of trustees, volunteers and staff of Blesma are different and will seek to understand and respect the difference between these roles and support them all.
- f. Maintain the separation of any role as a trustee and as a volunteer within the Association.

## **For more information**

There is a wealth of information about what we do on our website: [www.blesma.org](http://www.blesma.org). You may also wish to refer to our [Strategic Plan](#) and the latest [Trustees Annual Report](#).

## **Application Process**

Members may be elected to the Board on the recommendation of the trustees or following nomination by another Member. Members who wish to become a trustee should submit a CV and covering letter detailing the reasons why they wish to serve the Association on the Board. Candidates will then be invited to attend an interview with the Blesma Chairman and current trustees, in order to inform a recommendation to the Annual General Meeting.

Application is by way of a CV and a Supporting Statement addressed to:

The Deputy National Chairman  
Blesma, the Limbless Veterans  
115 New London Road  
Chelmsford  
Essex  
CM2 0QT

Email: [hrf@blesma.org](mailto:hrf@blesma.org)

Members are requested to submit applications by *28 February 2022*.