



Deborah Johnston, Trustee and Acting Vice Chair

BECOME A TRUSTEE AT STAMMA

Becoming a charity Trustee allows you to contribute to a cause that you are passionate about. It is hard work, time consuming, but enormously fulfilling.

Being a Trustee is a voluntary position, and each year there are two elected vacancies. When there are more than two applicants, we hold an election and Members are invited to vote for their two preferred candidates. Formal appointment takes place at the Annual General Meeting (AGM), which this is year on 17th August 2024.

Responsibilities

Trustees are responsible for the strategic direction of the charity. They ensure that the charity remains true to its purpose and uses its assets (ie. money, people and data) responsibly and complies with all relevant legislation.

Trustees are individually responsible for their contribution to the charity's governance (whether it complies with the law and its policies, fulfils its objectives, and stays accountable to its service users and others) and the organisation's overall effectiveness. Their opinions have equal weight but decisions are made collectively as a group. The document which governs what we do and how, are our Articles of Association. Trustees are expected to act in the best interests of STAMMA.

Commitments

As a new Trustee, you will be supported in the role by an experienced Board and will be assigned a Mentor for the first 12 months.

- We expect candidates to support the [objectives and mission of STAMMA](#) and to use their skills and knowledge to help us achieve our ambitions.
- As a Trustee, your term is three years. You would be expected to attend all Board meetings, which take place up to six times per year, usually on a Saturday. In person meetings are held in different locations across England. They may also be on Zoom or Teams. Travel expenses can be paid.

- In addition to the main Board meetings, there are sub-committee meetings and informal planning and preparatory discussions; these are usually held online.
- We need Trustees to be active and take on additional responsibilities over and above attending Trustee meetings; to sit on relevant sub-committees and lead where necessary.
- We expect Trustees to always behave in a professional manner, to be able to raise issues and questions in an appropriate and sensitive way, and to respect Board and individual confidentiality when required to do so.
- New Trustees should be aware of the date of our Annual General Meeting (AGM) in Birmingham, which this year will be held on Saturday 17th August 2024.

WHAT WE'RE LOOKING FOR

The list below isn't exclusive. If you believe you have skills and/or connections of particular use, we'd love to hear from you. STAMMA is committed to being a diverse and inclusive organisation. We want to ensure that we can best represent the views of people across the UK, so **we encourage applications from underrepresented groups, particularly individuals from global majority communities.**

- We want to encourage people who stammer to take action to ensure they are treated fairly and equally in everyday situations. To help us shape this, we are looking for a Trustee with **expertise in equality, diversity and inclusion.**
- We need to increase our income to fund our services. We are seeking a Trustee who can work with the staff team to **plan and deliver an ambitious programme of fundraising** and other income generation activities.
- We want to grow our work with businesses to ensure that individuals who stammer can access a positive work environment across sectors. We want to develop partnerships and support organisations to transform the way they work. We'd therefore welcome a Trustee with **corporate experience** who can help us make new connections and build our networks.
- We need to support our Youth Panel to grow and work with them to develop services for **members aged 16-25.** We are looking for a Trustee who can be part of this work and represent our younger members.
- We want to continue to develop high quality training and offer this to a wide range of partners. We'd therefore welcome a Trustee with **expertise in developing and delivering programmes to influence and create change.**

Contact Details

Jacqueline Fitzsimmons, Office Manager is the primary point of contact for arranging interviews, specific questions from candidates, and administrative or voting issues. Email Jacqueline at hello@stammer.org or phone 020 8983 1003

APPLICATION PROCESS

Eligibility

To apply, you need to:

- be a member of STAMMA. If you're not a member, you need to apply before 20th May 2024.
- be resident in the UK and have supplied us with a postal address
- be aged 18 or over.

You do not necessarily need to be someone who stammers to apply, but you do need to be knowledgeable and passionate about the work that STAMMA does. There is also a requirement that the majority of trustees need to have a stammer.

There are rules which disqualify certain people from being a Trustee of a charity. **Please check [NCVO's Trustee Disqualification information](#)** to ensure that you can stand. It will be an offence to act while disqualified.

HOW TO APPLY

Stage 1

Complete the Stage 1 Trustee Election Application Form and return it to hello@stamma.org. Our Office Manager, Jacqueline Fitzsimmons, will contact with you to set up a pre-application meeting with one of our Trustees. This is an opportunity for you to ask questions, to talk about your skills and experience, and for the Trustees to explain more about the nature of the role and the time commitment needed. You then need to email Jacqueline if you want to proceed to Stage 2, a full application.

Stage 2

Once you've applied and had your pre-application chat, we will send you an Application Form (to be returned by no later than 4 pm on 12 June – please leave some days to post). In that form we'll ask you to provide basic biographical details about yourself, and ask you to address two specific questions:

- Why you want to be a Trustee, and
- How you will support the work of the Board, particularly in relation to the section 'What we're looking for'.
- Attach a **headshot** of yourself of a high resolution, at least 300 pixels wide and 500 pixels high.

These details will go into a booklet sent to all members, who can vote for their favoured candidate.

Completing the Stage 2 Nomination Form

Please do:

- Read the supporting information and understand STAMMA's vision, mission and work, and the roles and responsibilities of Trustees before applying.
- Clarify points about the role in your pre-application interview.
- Consider what information will be helpful for voting members to know about you — many of the people voting will not have met you before.
- Focus on your experience, strengths and skills. Consider what you will add to the Board in relation to sections 1.3, and 1.4.
- Submit your **application by 4 pm on June 12**. Applications received after this date will not be considered.
- Contact Jacqueline Fitzsimmons should you have any questions.

Please don't:

- Spend money on your campaign. If STAMMA becomes aware that you have spent money on your campaign, your candidacy may be withdrawn.
- Disparage the other candidates.
- Engage in behaviour that might be interpreted as harassing or intimidating members, eg. approaching individuals and asking who they will vote for/if they will vote for you. This includes posting too often on shared social media spaces, such as the STAMMA-Space for Stammering Facebook group.
- Take any action that may bring STAMMA into disrepute.

Withdrawal

We understand that circumstances change, if you need to withdraw from the process at any stage, email hello@stamma.org. Don't feel the need to explain; just let us know.

Key Dates

29 April – 20 May	Stage 1 Expressions of Interest submitted. Scheduling of pre-application meetings.
20 May	Deadline for supporters to sign up as a member if they want to stand for election .
8 May – 29 May	Pre-application meetings with Trustees.
22 May – 12 June	Candidates to complete the Application Form and send headshot & text by 4PM, June 12.
1 July	The deadline to sign up as a member if you want to vote in the election .
8 July – 28 July	Voting
W/C 29 July	Announcement of results
17 August	New Trustees confirmed at AGM