



# 2023 TRUSTEE ELECTIONS



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# KEY DATES

Key Date	Details
12th July - 2nd August	Stage 1 Expressions of interest submitted. Scheduling of pre-application meetings
17th July - 18th August	Pre-application meetings with the Chair and another Trustee
Until 4pm on 1st September	Stage 2 applications submitted
4th September - 22nd September	Preparation of voting papers
25th September - 5th October	Voting window
9th October	Announcement of results
25th November, Birmingham	AGM. We expect successful candidates to attend.



Thank you for your interest in becoming a Trustee of STAMMA. In this booklet we've set out more about the role, what we're looking for, and how to apply.

Being a Trustee is a voluntary position. 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 year is on 25<sup>th</sup> November 2023.

Becoming a charity Trustee allows you to make a real contribution to a cause that you care passionately about. It can be hard work and will be time consuming, but enormously fulfilling.

## Responsibilities

Trustees are responsible for the strategic direction of the charity. They ensure that the charity remains true to its purpose, 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.

Your opinions all 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.

**Joanna Gaukroger**  
Chair of Trustees

## SKILLS

We are updating our current 5-year strategic plan with a timescale of three years, ie, until 2027. We are particularly keen to people with the following skills to the Board:-

- 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 a professional legal background, particularly those with specialisms in employment and disability.**
- We need to increase our income from fundraising activities and events to fund our services. We are therefore seeking a **Trustee with practical experience of fundraising, whether that's events, direct marketing, legacies or mass participation events.**
- We have been busy supporting local groups and employer networks, and plan to do more. A Trustee who has been closely **involved (and preferably led) one of the current groups or networks** would be a huge asset.
- We'd love to hear from people with experience working in the charity sector from whatever discipline.

The list above isn't exclusive. If you believe you've skills and/or connections of particular use, we'd love to hear from you.

STAMMA is committed to being a diverse and inclusive organisation that is accessible to all, irrespective of age, disability, gender identity, marital or civil partnership status, pregnancy, maternity or parental status, race (*including colour, caste, nationality, ethnic or national origin*), religion or belief, sex and sexual orientation.

**We want to ensure that we can best represent the views of people across the UK, so we encourage applications from under-represented groups, particularly individuals from global majority communities.**

## 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.
- 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.
- As a Trustee, your term is three years and you are 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 (for 2023, London, Manchester and Birmingham). 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.
- New Trustees should be aware of the date of our Annual General Meeting (AGM) in Birmingham, which this year will be held on Saturday 25th November 2023, which candidates would be expected to attend.

# ELIGIBILITY

To apply, you need to:

- be a member of STAMMA (before 18th August 2023)
- live in the UK and have supplied us with a postal address
- be aged 18 or over.

You don't need to be someone who stammers to apply, but you do need to be knowledgeable and passionate about the work that STAMMA does.

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.

# APPLICATION PROCESS

There's a two-stage application process followed by an election in which all members can take part.

## Stage 1

First, complete the Stage 1 [Trustee Election Application Form](#). Our Chair, Joanna Gaukroger will make contact with you to set up a pre-application meeting with her and another 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 need to email Joanna 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 a Trustee Nomination form, (to be returned to [hello@stamma.org](mailto:hello@stamma.org) no later than 4 pm on 1 September). In that form we'll ask you to provide basic biographical details about yourself, and ask you to address two specific questions:

1. Why you want to be a Trustee.
2. How you will support the work of the Board, particularly in relation to section Skills needs on page 6.
3. Attach a headshot of yourself of a high resolution, at least 300 pixels wide and 500 pixels high.

## The Election

As soon as all the candidates are announced their information goes up onto the website and all STAMMA members are invited to vote. This is primarily an online process, but we have some members who vote by post, so they will receive their information in paper form.

We use 'Election Runner' for the online voting system. Those members who haven't voted will receive a series of reminders, generated by Election Runner.

Voting closes on 5<sup>th</sup> October, and by the 9<sup>th</sup> October we will know the results of the election. We will be in touch with all the candidates and inform them of the results before announcing them online.

## Withdrawal

We understand that circumstances change, so if you need to withdraw from the process at any stage, email [hello@stamma.org](mailto:hello@stamma.org). Don't feel the need to explain or worry, just let us know and we'll take care of it.



# PRACTICAL TIPS

## 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 section on page 6.
- Submit your application by 4 pm on Friday 1 September 2023. Applications received after this date will not be considered.
- Contact [Joanna.Gaukroger@stamma.org](mailto:Joanna.Gaukroger@stamma.org) should you have any questions.

## Do Not

- 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.



# STAMMIA

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**IT'S HOW WE TALK**