

**APPLICATION PACK**

**TRUSTEE**

**(WITH LEGAL EXPERIENCE)**

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**WELCOME FROM GERALDINE NORRIS DL – CHAIR**

Thank you forconsidering making an application to become a Trustee of the League of Remembrance. I hope this pack will provide you with some of the information you will need to decide whether to put your name forward to help lead the wonderful work carried out by our staff and volunteers.

The League of Remembrance is a Registered Charity (number 213364) and Limited Company (number 00171814).

We call our beneficiaries ‘Remembrance Workers’ in order to provide an enduring memory and recognition of those that have paid the ultimate sacrifice in the service of their nation. We have supported Armed Forces veterans, and their families for over 100 years. At the outset we supported the widows of those who never returned from the Great War, and, as we developed, extended this support to encompass all veterans who have served with the Forces of the Crown; their widows, spouses, and dependents; retired nursing staff and, more recently, to those suffering from illness or disability in order to aid their recovery.

Today, many of our Remembrance Workers deliver varied volunteer services, mainly in Greater London, but with a presence also in Bucks and Essex. This service to the community maintains and improves individual health and wellbeing, offers companionship and social interaction, and provides valuable community support.

Our Remembrance Workers support package includes financial grants-in-aid, welfare, and social events.

To ensure that the Board is providing proper guidance and support to the Senior Leadership Team we wish to recruit a new trustee with specific expertise in the area of legal matters – specifically charitable law. You will join our four other trustees to help form a Board that will provide comprehensive governance to this developing charity.

There will be ample opportunity for you to discuss our work in detail at the interview stage, but should you require any additional information prior to making an application, then please do not hesitate to contact us.

I should like to thank you for considering the League of Remembrance and hope that your application is successful.

Yours sincerely

Geraldine Norris DL

**OUR BOARD AND SENIOR MANAGEMENT**

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| **OUR BOARD** |
| **Geraldine Norris DL** **(Chair)** is a Fellow of the Royal Society of Arts, Member of the Chartered Institute of Public Relations, and a Member of the Institute of Fundraising.  Formerly Corporate Affairs Director EMEA of a global real estate company and Director of Operations for a national charity, she is currently Chair of Trustees of an independent school that recovers children that are so severely bullied that they self-exclude from school.  She joined the First Aid Nursing Yeomanry (FANY) in 2006 and served on its Board for five years with responsibility for recruitment and fundraising, and is also a Freeman of the City of London and a Liveryman of The Worshipful Company of Farriers. Geraldine was commissioned as a Deputy Lieutenant of Greater London in 2022. |
| **Philippa Clare (Vice-Chair)** is a passionate advocate for community, taking every opportunity to champion well-being, inclusivity, and collaboration. She has an extensive project development, communications, and fundraising background; a career built predominantly in the charity sector, spanning such organisations as Veterans Outreach Support, BAE Systems; The Prince’s Trust and Help for Heroes. She is currently studying with the Open University to gain an MSc in Psychology. And, when not working, is happiest out at sea, or singing. Or both! |
| **Sarah Chapman Galley** is Head of Product Governance at an investment bank, and a chartered management accountant with close to two decades' experience in financial services accounting, analytics, and risk management across asset classes, with a focus on FIC. As well as product expertise, Sarah has specialised in investment banking cost management, a skill which she has adapted towards her volunteering efforts in the charity and education sectors.  Sarah attended Wharton Business School's Women's Executive Leadership Programme and featured in Brummell Magazine's "Top 30 Ones to Watch" 2017, a celebration of rising stars in the City of London. Sarah champions diversity in the workplace and as a mother to two young children is passionate about being a visible mother in the City. |
| **Chris Eberhardie TD** is a retired general and neuroscience nurse. She gained experience in various parts of the UK and Belgium, and has also worked with national and international nursing organisations. In 1979, Chris was elected as the first Chair of the European Association of Neuroscience Nurses, and was elected Vice-President of the World Federation of Neuroscience Nurses. Her research has centred around nutrition support in Traumatic Brain Injuries.  Chris joined the QARANC Reserve in 1970, and for most of the next 30 years was in the Army Neurosurgical Team. She was awarded the Territorial (Efficiency) Decoration in 1982, the First Clasp in 1988, and the 2nd Clasp in 1994.  On retirement, Chris lived in France until the death of her husband in 2015, at which point she returned to England to start a new career in the history of military medicine, and taking up volunteering in military charities. |
| **OUR SECRETARY** |
| **Maj Rob Thomas** served for nearly 40 years in the British Army, including operational tours in the Gulf, the Balkans, Northern Ireland, and Cyprus, as well as a huge variety of more exotic postings including Canada, the USA and Dubai.  His final job within the Army was to command the Colchester Personnel Recovery Centre, a unit dedicated to enabling the recovery of wounded, injured and sick servicemen and servicewomen, wounds and injuries mainly sustained in Iraq and Afghanistan.  It was this fantastically rewarding post that led him to the League of Remembrance, which shares the same aim – to support people who have lost their original purpose in life and help them to rejuvenate by discovering new things and a fresh purpose. |

**THE ROLE AND RESPONSIBILITIES**

**Role Title: Trustee (with legal responsibility)**

**Liaises with: Secretary of the League of Remembrance and the Council**

**Background: Law (charity and company law, and risk management)**

**General role description**

We are seeking a Trustee with a background in the legal profession to join our ambitious and effective Council. You would join us at a pivotal time, as we focus on shaping our new strategy. Your expertise would help guide the charity through the legal implications of our options, whilst also ensuring that the League complies with its governing documents, charity law and relevant legislation.

If you want to flex your professional capabilities and make a difference to our community, this is a great time to join us. As a charity that is over 100 years old, and has achieved impact spanning generations, we hold our custodial roles with great care; our strategy will ensure that the League of Remembrance, in a society now vastly different from its inception, continues to support those who need us, in the best ways possible. The knowledge and experience you will bring to the role of Trustee will be instrumental in this period of strategic change and have a lasting impact on the well-being of our beneficiaries.

**Role summary**

* Understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship
* Commitment to The League of Remembrance’s objects, aims, and values and willingness to devote time to carry out responsibilities
* To help formulate and regularly review the strategic aims of the organisation; and to ensure that the policy and practices of the organisation are in keeping with its aims
* Oversee the financial health of the charity, ensuring the charity has sound systems of internal control and risk management in place
* To provide scrutiny and support to the executive and management team.
* To be an ambassador for the League of Remembrance.
* To fulfil such other duties and assignments as may be required from time to time by the Council

**Main responsibilities for the trustee with responsibility for legal matters**

* Bring insight and understanding of charity law and Charity Commission legal regulations and best practice
* Report to the Board of Trustees as appropriate
* Support and challenge the Trustees, employees, and volunteers, so that the Charity can achieve its charitable objectives within the context of statutory regulation, guidance, and best practice
* Identify and translate legal risks and opportunities, to enable the Council to make informed decisions

**PERSONAL SPECIFICATION**

**Essential**

* Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
* Understanding of the law in relation to charitable organisations
* Relevant legal qualification and demonstrable subject matter expertise
* An understanding of the Charities Act 2022 and the changes from a legal perspective

**Desirable**

* An advocate for The League of remembrance who will help build a community of people who are passionate about who we are, what we do and the difference we make
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
* Skills and experience in one or more areas of non-executive governance and management including; strategic planning, business management, finance, risk, understanding of HR issues, experience of fundraising and health & safety
* A proven track record of sound judgement, effective decision making and strategic vision
* A team-orientated approach to problem solving and management
* A history of impartiality, fairness, and the ability to respect confidences
* A track record of commitment to promoting equality, diversity, and inclusion
* A commitment to our work

**GENERAL**

**Time Commitment**

The Council meets up to six times per year, normally on a Tuesday or Thursday between 1100 and 1300), and in a mix of physical and online meetings. Physical meetings are held in Central London.

These meetings include a combined Council/Annual General Meeting which is generally held in Spring, and normally takes place between 1100 – 1400). Trustees are also expected to attend at least one of the two social events we hold each year, normally in September and March/April, where we take the opportunity to meet and thank our Remembrance Workers, and to share knowledge and experiences.

Trustees are expected to attend a minimum of 4 meetings per year. Trustees may be asked for advice and expertise, on an ad hoc basis, outside of formal meetings.

**Remuneration**

No financial remuneration is offered, although reasonable expenses for travel may be claimed.

**Length of Service/Appointment**

Each Trustee will normally serve a minimum of a 3-year term, and can serve up to a maximum of 10 years.

**Equality and Diversity**

We are committed to the promotion of equality, diversity, and inclusion within our workforce, and this extends to our trustees and volunteers.  As a strong advocate of equal opportunities, we are committed to take positive measures to recruit people from under-represented groups, and we actively encourage applicants from diverse backgrounds who may bring different perspectives to challenges and issues.

**HOW TO APPLY**

To apply please provide a CV and covering letter, addressed to the Chair of the League of Remembrance, indicating why you are interested in us, and the difference you would be able to make.   Please submit to the Secretary of the League, by email at [info@leagueofremembrance.com](about:blank), by NLT Friday 28 October 2023.

Interviews will take place week commencing Monday 30th October (date tbc) and preferred candidates will be invited to attend the 28th November Council Meeting which will be held in Central London.

If you have any questions prior to making a formal application please contact Maj Rob Thomas at [rob.thomas@leagueofremembrance.com](about:blank).

**Agreed by Council Members**

**2nd October 2023**