

Trustee Recruitment Information Pack



the
migraine
trust



Hello and thank you,

I really am grateful for your interest in becoming a Trustee of The Migraine Trust.

We are an ambitious charity that wants to be the best it can be, and we are delighted that you are considering joining us. We are looking for up to four new Trustees, who have a determination to make a difference and a passion for our cause, to work alongside our existing Board members.

Our new Trustees will expand our knowledge and experiences and enable us to achieve our strategic goals, at what is a pivotal time as we look to improve diagnosis, treatment and care for people living with migraine.

Our Trustees provide invaluable guidance, leadership, and skills to support our work and we want to diversify our board. We welcome applications from all suitably experienced people and encourage applications from people who have migraine, and those currently underrepresented on our Board, including people from ethnic minority backgrounds, disabled and LGBTQI+ communities.

All applicants are welcome. You may have previous Trustee experience or be considering such a role for the first time. We are open to all skill sets and backgrounds that candidates might bring. Knowledge and experience of finance, fundraising, public affairs, digital strategies, public health, pharmacy, social justice and those with links to corporate business would be of particular interest to us.

As a Trustee you would play a vital role in the work of this dynamic charity providing strong, strategic support, and using your unique skills and experiences to help us achieve our goals.

We want to reduce the impact of migraine across the UK, ensuring that people get the right diagnosis, treatment and care when they need it.

If you share our drive and passion, then we want to hear from you.

Yours sincerely,

Michelle Walder

Chair of Trustees

About The Migraine Trust

Established in 1965, The Migraine Trust is the UK's lead migraine charity. We are there for the ten million people living with migraine. We provide information and support, campaign for awareness and change to reduce the inequity surrounding migraine, as well as funding and promoting medical research.

We have big ambitions, and over the last year have undertaken a review of our purpose, vision and the impact we want to make. We are currently undertaking a review of strategic pillars and expect to launch a new strategy in 2023.


Last year we published a report [*Dismissed for too long*](#), which highlighted that despite being so common and having such wide-ranging impacts on our population, migraine has been under-invested in, is largely absent from NHS plans or local public health strategies, receives very little funding for research, and access to specialist care is patchy and inconsistent across the country.

We are determined to change this, and this year alone we have invested in and focussed on increasing the support we offer, campaigning for improvements in healthcare and raising the profile of migraine.

"After contacting you I feel there is understanding of what I am going through and it encourages me to go back to the doctors and know I can ask for more help from them. Seeing how stretched the NHS currently are the services you provide are essential to fill the gaps and really help people, thank you."

Our vision, purpose and the impact we want





"The person I spoke to was extremely helpful and understanding and gave me lots of useful information, which has made me feel much more reassured as I didn't know who to turn to, but I suddenly feel a lot happier."

Migraine

Migraine is not "just a headache". It is a common, complex, severe and painful long-term health condition, with a wide variety of symptoms which can last for between four and 72 hours.

Ten million people (one in seven) in the UK live with migraine, with 190,000 migraine attacks daily. Migraine is the third most common disease in the world and the number of people who have it is greater than the number of people living with diabetes, asthma, and epilepsy combined.

The impact on a person's life, both physical and emotional, can be significant. The costs of migraine to the NHS and business are estimated at close to £10 billion a year.

We have recently seen the development of new "life changing" migraine treatments and new NHS pathways being implemented to improve diagnosis, treatment and care. It is an exciting time, and we will push to ensure everyone has access to the right care pathway they need.

What we do

Provide information and support

We provide high quality, evidenced based, accredited information, ensuring people know it is reliable and trustworthy. We also provide a range of services for people living with migraine, which reduces isolation, provides clarity on their condition and can help bring the community together.

Policy and campaigning

We ensure that policy makers, the NHS and the medical community, understand and meet the needs of people living with migraine, to reduce inequalities we currently see. We believe change can only happen through collaboration and always look to work closely with all key stakeholders.

Research

We have funded over 140 research projects, which have helped to develop the careers of migraine researchers and provided researchers and clinicians with a far greater understanding of the mechanisms and causes of this debilitating disease and encouraging the next generation of migraine specialists.

Raising the funds to achieve what we need to do

We can't achieve anything without raising funds and will want to continue to invest in fundraising in order to achieve our goals. We are grateful to our incredible supporters, from individuals who have been personally affected, to those taking part in events, to corporate, trust and statutory funders. We cannot achieve what we do without them.

The future

The charity has seen a period of transition and transformation and today it is in an excellent position to increase its impact and reach. But there is still much more to do.

We are in the process of reviewing a new strategy that will launch in 2023. By the end of that plan, we expect to see positive and transformational change, in terms of our external influence, the support we offer, awareness of migraine, improved care and better quality of life outcomes wherever someone is along their pathway and the breaking down of the myths and stigmas that surround migraine.

We also know we need to do better. There are too many groups of people we are not reaching and that must change if we are to be truly inclusive and impactful with our longer-term goals.

[More information about our work can be found by reading our most recent impact review](#)





The role of our Trustees

Our Trustees make an invaluable contribution to the charity, ensuring we have strong and effective governance, as well as giving our Chief Executive and Senior Leadership Team the right level of support and challenge. To achieve our vision of a world where migraine doesn't stop anyone from living the life they want, we are looking for people excited by our vision and who have the desire to bring transformational change.

The main purpose of our Trustees

- Provide strategic leadership by reviewing aims and setting overall policy.
- Ensure that our activities, policy and practices are in keeping with our charitable objectives.
- Support the Chief Executive and Senior Leadership Team in delivering the vision and purpose of the charity.
- Act with integrity and avoid conflicts of interest.
- Commit to the improvement of governance and the governing skills of the Board.
- Ensure the charity complies with legal and financial requirements and good practice including:
 - that the charity is well run, solvent and delivers its charitable outcomes.
 - funds are not placed at undue risk or misused.
 - the charity complies with regulation and law.

[You can find more information from the Charity Commission.](#)

Time commitments

1. You will need to attend four to five meetings of the Board per year, with four meetings on average lasting two and a half hours and one strategic away day (usually daytime). Since Covid-19, meetings have been online. There is a hope that at least one meeting a year will be in person.
2. You may also be asked to be a member of a Sub-Committee which might meet 3-4 times a year.
3. Being willing to attend some of our supporter engagement and fundraising events.
4. The term of appointment will be three years initially with a review of performance for renewal for a further three years. In exceptional circumstances, the term may go beyond this period.
5. Whilst this is a volunteer role, reasonable travel expenses will be reimbursed.
6. One to two hours prior to meetings spent reading and absorbing information, reflecting and preparing. Following meetings, reading and commenting on minutes and carrying out any agreed actions.

You will receive a full induction to help you in the role. Where there is a training need, we will ensure you have access to relevant courses and in-house learning. You'll need to commit time and energy to attend these, building up your knowledge so that you feel confident in the role.

What you will gain from being a Trustee

- An opportunity to use your skills and experience to the benefit of the charity
- The prospect of building and developing new skills
- Insight into how a charity and its governance runs
- Opportunities to shape the direction and work of the charity
- Create new opportunities for the charity using your skills, connections and experiences
- Being part of a dynamic team committed to reducing the impact of migraine across the UK
- Change lives for the good.

Restrictions

- Being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- Having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- Being on the sex offenders' register
- Being under 18
- Subject to satisfactory references
- Not excluded by Companies House or the Charity Commission
- Conflicts of interest that would be so significant as to undermine the role in general.



"Huge thanks for your kind listening this morning and all these incredibly useful resources. I am so grateful."

Trustee Person Specification

- Knowledge and ability to carry out the core responsibilities of a Trustee
- Ability to think strategically
- Ability to think long term in order to contribute to our five-year strategy as well as the here and now
- Able to act as an ambassador for the charity, promoting our work and creating opportunities for our development
- Ability to comment, challenge or question in a way that is constructive and supportive
- Ability to attend meetings and commit to occasional external functions.

Personal attributes

- Integrity and honesty
- Proactive in understanding the work of the charity
- A demonstrable commitment to The Migraine Trust's aims and values
- Reliable and enthusiastic
- Team player, flexible and adaptable
- Willingness to hear about and understand issues relating to migraine

Next steps

If you would like to have an informal conversation about becoming a Trustee, contact Michelle Walder, Chair of Trustees at michelle.walder@txgltd.com

How to apply

- Please send a CV and supporting statement explaining your interest in the role, and what skills and experiences (work and/or personal) would bring value to our Board to Michelle Walder, Chair of Trustees at michelle.walder@txgltd.com
- Closing date for applications is 30th September and we are looking to hold interviews during October, dates to be agreed.
- Interviews will either be held virtually or in person, we are happy to be flexible.
- Interviews are most likely to be with two trustees including the Chair.

Our commitment to equity, diversity and inclusion

We welcome applications from anyone with suitable experience, irrespective of disability, ethnicity, heritage, sexuality, gender, and socio-economic background. We are a charity supporting those living with migraine at all ages, so would encourage applications from people over the age 18. We also particularly encourage applications from those currently underrepresented on our Board, including people from ethnic minority backgrounds, disabled and LGBTQI+ communities.



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Appendix I - Role description

Role description: Trustee

Reports to: Chair of Trustees

- To ensure that The Migraine Trust (the charity) complies with its governing document, charity law, company law and any other relevant legislation or regulation
- To ensure that the charity pursues its charitable objects as defined in its governing document
- To ensure that the charity applies its resources exclusively in furtherance of its objects, i.e., the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To contribute to the appointment, where applicable, and ongoing support of the Chief Executive and monitor their performance
- In addition to the statutory duties of all Trustees, each Trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise.

Term of Office

The term of appointment will be three years initially with a review of performance for renewal for a further three years. In exceptional circumstances the term may go beyond this period.

the migraine trust

 www.migrainetrust.org

 **0808 802 0066**

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Registered office: 4th floor, Mitre House, 44-46 Fleet Street, London EC4Y 1BN

Registered charity in England and Wales (1081300) and Scotland (SC042911). A company limited by guarantee registered in England (3996448).