

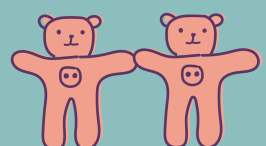
Becoming a Trustee



Hello!

Thank you for your interest in joining Simba, the SCVO Scottish Charity Awards People's Choice Award winners in 2024.

We hope that you find the following information helpful in considering if your skills and experience would be beneficial to the governance of the charity and if the role fits with your aspirations and personal values.



Our Vision

Every family in Scotland receives the support they need following the loss of a baby

Our Mission

To support bereaved families to honour and remember their precious baby whenever the time is right.

Our Values

At Simba we live our values in the way we support every family in their journey with us:



We offer **compassion** when families first come into contact with us because every loss is heart-breaking



Whether we have personal experience or not, we show **empathy** when we support families.



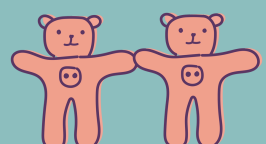
We are at our best when we work in **collaboration**, supporting each other, celebrating diversity, and using collective skills and abilities to achieve a common goal.



Thoughtfulness is behind everything we do. Every moment is considered, because it really matters.



And we offer **support** now – and always – because every family's experience is different; simply, we are there whenever they need time, space, or love.



Strategic Objectives

Consistent, high quality memory making experiences exist for every bereaved family in Scotland to mark the loss of a baby.

Sustainable and accessible opportunities exist for Scottish communities to continue to honour and remember a baby who has died.

A trusted, supportive, and inclusive organisation, where people are at the heart of everything we do.

A recognised and respected organisation that advocates with and for bereaved families; raising awareness of baby loss and championing change.

An organisation that is financially secure, for now and the future.

Enabling Our Success



A values led, purpose driven approach to everything we do.



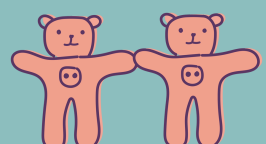
Strong leadership and governance at all levels.



Meaningful and effective partnerships.



Financial stability and strong financial management





Simba Board of Trustees

As a trustee, you will play a key role in supporting our mission and ensuring good governance. You will work closely with the Chair, fellow trustees, and the senior leadership team to provide strategic oversight and contribute to the success of our strategy, **Honouring the 1 in 4**, which can be found [here](#).

Our trustees offer their time, expertise, experience and networks for the benefit of the charity. Profiles of current Board Trustees can be found [here](#).

Financial statements are available to view [here](#).

Trustee Recruitment

Having carried out a full 'Skills Gap Analysis' of the current Board profile, we are keen to recruit candidates with the skills and expertise in:



Investment and Financial Management - a strong background in designing and implementing financial strategies to support strategic growth.



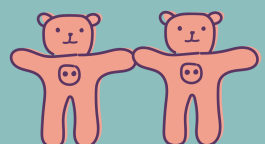
Fundraising – a strong background in fundraising to help develop strategies to secure funding from a variety of sources.



Political Awareness & Influence – well connected with a strong background in raising awareness and campaigning for change.



Bereavement Sector – a strong background in the bereavement sector at both operational and strategic levels.



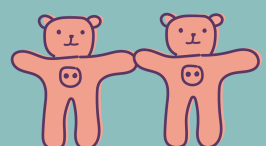
Role of the Board of Trustees

Key Responsibilities

- To set the vision and strategic objectives for Simba Charity.
- To oversee the development and delivery of Simba Charity's strategic plan including monitoring and learning from the delivery of outcomes and activities.
- To manage and safeguard the reputation of Simba Charity.
- To ensure compliance with legal and financial requirements.
- To oversee the income generation strategy and ensure good financial planning.
- To manage, safeguard and protect the assets and resources of Simba Charity and ensure that they are used only for the purposes set out in the articles of association.
- To oversee recruitment, appointment and performance management of the CEO.
- To ensure a commitment to equalities throughout policy and practice of Simba Charity.
- To uphold the culture and values of Simba Charity.

Term of Office

Term of office is 3 years with the option to serve for a further 3 years, therefore trustees are able to serve for a maximum of 6 years.



Time Commitment

We suggest the average time commitment is 8 days over the calendar year. Every effort is made by the charity to be as flexible as possible to accommodate trustees when planning meetings and activities.

A trustee would be expected to undertake the following:

- Quarterly board meetings per annum (mix of in person and online)
- 1 x Board full-day strategy session (weekend)
- 1 x annual review meeting with Chair
- Participate in one or more board sub groups, as and when required
- Represent, attend and support minimum 2 Simba events throughout the year e.g. fundraising events or receptions.
- Be available to respond within a reasonable timeframe to ad-hoc requests for input by email, opinion and support as and when required from Chair, CEO and senior staff.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.

Duties of a Trustee

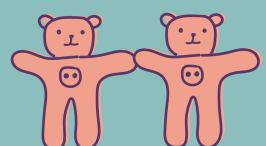
The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. [Guidance for Charity Trustees.](https://www.oscr.org.uk/managing-a-charity/trustee-duties/)

Useful links:

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

All trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee.



Disqualification Criteria for Charity Trustees

The Charities and Trustee Investment (Scotland) Act 2005 provides for the disqualification of individuals from being or becoming charity trustees who meet specific criteria:

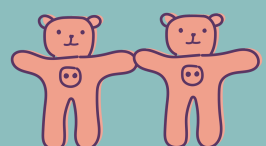
- Unspent conviction for an offence involving dishonesty or an offence under the 2005 Act
- Undischarged bankruptcy (sequestration)
- Granting a Protected Trust Deed
- Entering into an Individual Voluntary Arrangement (England and Wales) to pay off debts with creditors
- Being removed by a court from being a charity trustee
- Being disqualified from being a company director

Disqualification is automatic in these circumstances, and it is a criminal offence to become or continue to act as a charity trustee whilst the circumstances apply. More information can be found here: <https://www.oscr.org.uk/managing-a-charity/trustee-duties/disqualification-criteria-for-charity-trustees/>

GDPR

If appointed to the Board, trustees should be aware that we are required to share your personal information in the following ways:

- As a Company Limited by Guarantee, we must register trustees as directors with Companies House – we do not share your private address
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)



Recruitment Process

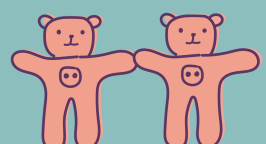
For an informal discussion with our CEO and/or Chair please contact enquiries@simbacharity.org.uk

To apply, please send your CV, a cover letter and equalities form, marked 'Private and Confidential Board Trustee' for the attention of Sarah Pryde-Smith, CEO at enquiries@simbacharity.org.uk

Applications close 5pm, Friday 16th May 2025

Online interviews planned for week beginning 26th May (during the day or evening).

We thank you for your interest in joining our Board.







Simba

Honouring baby loss

www.simbacharity.org.uk

