

**CAMPAIGN FOR  
DIGNITY  
IN DYING.**

**Board Member Recruitment  
Dignity in Dying**

January 2018

Dear Candidate

Thank you for your interest in becoming a Dignity in Dying Board Member.

I am pleased to enclose an application pack containing all the information you need about the appointment process and what being a Board Member of Dignity in Dying entails.

Dignity in Dying is a national campaign and membership organisation campaigning to legalise assisted dying, within upfront safeguards, for terminally ill, mentally competent adults. We believe that everyone has the right to a dignified death. This means:

- **Choice** over where we die, who is present and our treatment options.
- **Access** to expert information on our options, good quality end-of-life care, and support for loved ones and carers.
- **Control** over how we die, our symptoms and pain relief, and planning our own death.

Dignity in Dying is currently governed by 10 Board members, who work closely with the Executive. Six Board Members are elected by our members, and in addition, four Board Members are appointed by the Board to ensure the best mix of skills and experience.

In this round of recruitment, we are seeking to elect up to three people. To complement the existing skills and experience on the Board, we are looking for people with experience of the following:

- Experience of campaigning, particularly political influencing, in Scotland
- A palliative or end-of-life care clinician
- A background in accounting or financial management

In addition to relevant skills and experience, Board members will be Dignity in Dying members, share our goals and have the time and energy to commit to support the Executive of Dignity in Dying to achieve our strategic objectives. We welcome applications from all sections of society and we would particularly welcome applications from women and people from ethnic communities.

Candidates must demonstrate that they can fulfil the requirements of the enclosed Role Profile and Person Specification, and shortlisted candidates will be invited to an interview for this purpose. Interviews will be held in April 2018.

Selection will be undertaken by the Organisational Development Committee, which consists of a group of existing Dignity in Dying Board Members and external specialists. Shortlisted candidates will be put to members in April and May, with results announced at our Annual General Meeting, which is being held in July in London.

If you have any questions about the enclosed information, please contact the Executive Assistant Frances McFadden: 0207 479 7106. She will answer your questions or put you in contact with me, or with another Board member as appropriate, to discuss any questions in detail.

To apply please email your CV and covering letter to [Frances.McFadden@dignityindying.org.uk](mailto:Frances.McFadden@dignityindying.org.uk) by 12 noon on 12<sup>th</sup> March 2018. All applicants will be notified of the outcome of their application and successful candidates invited to interview.

I hope you will find this pack helpful and if you feel you can offer your skills and expertise to Dignity in Dying, we look forward to receiving your application.

Yours sincerely,

**Robert Hazell**  
**Chair of the Organisational Development Committee**  
**Role Profile**

As a member of the board:

- **Develop** the vision, strategy and policies of Dignity in Dying.
- **Appoint** a CEO and **delegate** executive authority to management.
- **Monitor** performance against agreed outcomes, aims and values.
- **Account and approve** annual budgets and plans, approve annual accounts and annual report and financial audit processes.
- **Support** the CEO, the Executive and staff, providing practical help and expertise

### **Specific Obligations**

1. The role of the Board members is to provide Dignity in Dying with strategic direction and oversight of its performance through meetings of the Board and its formally appointed committees. The authority of Board members is collective only, and individual Board members can exercise no powers. Executive authority for the management of the organisation and its activities is vested in the Chief Executive.
2. Board members must take reasonable steps to ensure that they are aware of their responsibilities under relevant company law and financial regulations, and must understand the content of the governing documents.
3. Board members must not break the law in relation to euthanasia, assisted suicide or assisted dying. Any director who intends to break the law, or any director faced with arrest, charge or prosecution should resign from the Board immediately.

### **Responsibilities**

1. Devote the necessary time and effort to the organisation, scrutinise papers and attend at least 75% of Board meetings. We have four Board meeting, a Board Away Day and an AGM each year.
2. Provide the executive with advice and support on specific skills, intelligence, lobbying and contacts.
3. Help support the organisation in membership, promotion and fundraising activities.
4. Be an active member of any committee, sub-committee, working group, project panel, as appropriate.
5. Declare relevant interests and contacts and respect the confidentiality of information contained in Board documents and papers.
6. Be committed to Dignity in Dying's policy of working within the law to change the law on assisted dying and to resign immediately if any breach of the law is being considered.
7. Discuss annually with the Chair [or Vice chair] the effectiveness of the Board their role, performance and contribution.
8. Act as an ambassador to enhance the good name, reputation and values of Dignity in Dying externally and, of course
9. Adopt Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Person Specification for Board Members

- Demonstrate a strong and visible passion and commitment to Dignity in Dying, its mission, vision and values
- Exhibit strong interpersonal and relationship building skills
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Excellent communicator, negotiator and influencer
- Strong networking capabilities that can be utilised for the benefit of the organisation
- Cultural sensitivity, and practiced at putting a commitment to equality and diversity into action
- Good judgement.

## Experience

- Successful track record of achievement through a career and/or voluntary work.
- Previous experience as a non-Executive Director or Trustee.

## Knowledge and skills

Good understanding of governance issues and the ability to demonstrate understanding of the Board member role from a non-executive perspective

It would also be highly desirable if candidates had experience of:-

- Working within a not-for-profit context
- Engaging as a campaigner and/or as a policy advocate on issues relevant to Dignity in Dying's mission and strategic objectives

## Timetable

|                |   |
|----------------|---|
| 12 March 2018  | Closing date for Board member applications  |
| April 2018     | Dignity in Dying Interviews<br>Candidates are selected and election statements provided |
| May/Early June | Election by Dignity in Dying members  |
| July 2018      | Results announced at Annual General Meeting   |

## How to Apply

Application is by CV and a cover letter of no more than two pages, outlining why you believe you are suitable for the role and demonstrating that you have the capacity to play a full and proper role as a Dignity in Dying Board Member.

You must also include details of at least two referees who can vouch for your skills and experience. Referees will only be contacted if you are successful in being selected for interview.

Selection will be undertaken by the Organisational Development Committee, which consists of a group of existing Dignity in Dying Board Members and two external members.

To apply please email your CV and covering letter to Frances McFadden, Executive Assistant [Frances.McFadden@dignityindying.org.uk](mailto:Frances.McFadden@dignityindying.org.uk) by **12 noon on 12<sup>th</sup> March 2018**. All applicants will be notified of the outcome of their application and successful candidates invited to interview.

Please note that the closing date for applications is **12<sup>th</sup> March 2018**.

If you would like an informal conversation before submitting your application, please contact Frances McFadden on 0207 479 7106 (Monday – Friday) to book an informal discussion with Robert Hazell, Chair of the Board’s recruitment committee, or another member of the Board.

Should you require reasonable adjustments to any of the application arrangements, please contact Frances in confidence in advance of making your application to discuss your needs.