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Stroke
association

The UK's leading charity dedicated to stroke is seeking a new Chair of Audit and Risk.

Rebuilding lives after stroke



Introduction

The Stroke Association is the second largest stroke support organisation in the world and the UK's leading charity dedicated to stroke. We deliver stroke services across the UK, campaign for better stroke care, invest in vital research and fundraise to expand our reach to as many stroke survivors as possible.

Stroke is the fourth single largest cause of death and one of the biggest causes of adult disability in the UK. There are over 1.2 million stroke survivors in the UK, with 100,000 strokes happening each year. That's one stroke every five minutes. Though more people are surviving stroke than a decade ago, far too many stroke survivors say they feel abandoned when they leave hospital, and left to manage recovery and rehabilitation on their own.

The Stroke Association gives life-changing support to over 50,000 stroke survivors and their families each year. Our work is possible thanks to the dedication of nearly 4,000 committed volunteers and staff. We also enjoy strong relationships with the stroke clinical and research community.

This is an exciting time for us as we are about to launch a new strategic vision. We're currently making strategic investments to enable us to build the foundations for growth and even greater impact. This includes investing in fundraising, brand, people and essential infrastructure.

The Stroke Association is seeking a new Chair of our Audit and Risk Committee and to join a strong Council (Board) of Trustees and Executive Leadership Team in bringing wise governance and strategic guidance as we enter a new period of growth.

Please consider whether this opportunity might exercise your expertise and your commitment to dramatically improve outcomes and quality of life for stroke survivors and their carers.



Roles and responsibilities

Trustees are expected to perform a number of roles and responsibilities as part of their service to the Stroke Association. The list below sets out the main accountabilities, although it should not be treated as an exhaustive list, as situations may arise in which trustees are called upon to perform additional tasks.

Trustee roles

- Set and maintain the Stroke Association's vision, mission and values.
- Shape / approve the Stroke Association's strategy, and monitor performance and impact.
- Establish and monitor high level policies.
- Maintain financial viability and oversight.
- Appoint and oversee the Chief Executive Officer (CEO) and provide advice, support and appropriate challenge to the CEO and Executive Leadership Team.
- Ensure accountability.
- Oversee management of risk and conflicts of interest.
- Ensure compliance with law and the Stroke Association's Articles of Association.
- Establish and review governance effectiveness.
- Provide insight and wise judgement and champion the organisation, through applying their own skills, knowledge and expertise to help the Council reach sound decisions and through taking appropriate opportunities for advocacy and representation of the Stroke Association.

Trustee responsibilities

- Fulfil the statutory duties of trustees as set out by the Charity Commission, ensuring the charity complies with its Articles of Association and all applicable legislation and regulations.
- Ensure proper administration of the Stroke Association.
- Take ultimate responsibility for everything the Stroke Association does.
- Act reasonably, prudently and collectively in dealing with the Stroke Association's affairs and safeguarding its assets and reputation.
- Ensure the Stroke Association pursues its objects as defined in its Articles of Association and applies its resources exclusively in pursuance of those objects.
- Further the Stroke Association's purposes for public benefit.
- Exercise independent judgement and act solely in the best interest of the Stroke Association.
- Avoid or manage conflicts of interest.
- Refuse any benefit from the charity.
- Follow special rules for investments / disposal of land / buildings.

Chair of Audit and Risk Committee Role Profile

Key responsibilities

- Chair and facilitate Audit & Risk Committee meetings, providing independent, effective leadership and to lead the Committee in fulfilling the duties set out in its Terms of Reference.
- To lead the audit committee in providing assurance of the accuracy and adequacy of our financial statements and the controls the Stroke Association relies upon.
- Proactively provide support, advice and counsel on matters relating to the work of the Committee to the Chair, the Board, Chief Executive and other members of the senior management, and to external and internal advisers, ensuring the Charity fulfils its duties and responsibilities with regard to matters within the Committee's area of responsibility.
- Ensure the Committee and the Council understand and respect the role and responsibilities of the Audit & Risk Committee.
- Attend Board meetings whenever possible and be prepared to respond to any questions raised by Trustees on matters within the Committee's area of responsibility.



Person specification

The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. While we are looking for a trustee with specific skills we are also looking for people with a broad experience of life. We are keen to lower the average age and increase the ethnic and socio-economic diversity of the Council and will consider applicants from a wide range of backgrounds and experience.

All members of the Stroke Association Council will require:

- Empathy with and commitment to the Stroke Association's vision, mission, aims and objectives and to promoting the interests of people affected by stroke.
- A commitment to seeking to work effectively and harmoniously with other Trustees, the Executive Leadership Team and staff and volunteers.
- An ability to work effectively as a member of a team while contributing independent perspective.
- Excellent communication and interpersonal skills, able to both empower and challenge constructively and supportively.
- Strategic vision and good judgement.
- An ability and willingness to represent the Stroke Association in an ambassadorial capacity.
- An understanding and acceptance of the legal duties, liabilities and responsibilities of trustees.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, the following characteristics, knowledge and experiences are specific for the role of Chair of Audit & Risk Committee:

- Extensive and recent experience in statutory audit and financial accounting, ideally with an understanding of charity accounting and governance.
- Recent and relevant financial management experience and qualifications (accountancy qualification essential – ACA or FCA).

- Strong business and financial acumen.
- A practical understanding and experience of internal audit (to provide independent assurance that an organisation's risk management, governance and internal control processes are operating effectively).
- Experience in leading the identification and management of risk across a number of key domains including financial and reputational risk.
- Experience of chairing and/or facilitating committee meetings in a charitable, public sector or commercial organisation, preferably with experience as an Audit Chair.
- The ability to steer and manage meetings in an efficient, productive and relationally inclusive way.
- The ability to collaborate effectively with Board and Executive colleagues in shaping and evaluating strategic decisions.
- The time and capability to act as a full Stroke Association Trustee.

Eligibility: Some people are disqualified by law from acting as a trustee including anyone who:

- Has an unspent conviction for an offence involving deception or dishonesty.
- Is an undischarged bankrupt.
- Has been removed from trusteeship of a charity by the Courts of the Charity Commission for misconduct or mismanagement.
- Has been disqualified from being a company director under the Company Directors Disqualification Act 1986.

Terms of appointment

Remuneration:

The role of trustee is not accompanied by any financial remuneration; however, we willingly cover trustee expenses within the Stroke Association's expenses policy.

Location:

The Stroke Association's head office is at
Stroke Association House
240 City Road
London EC1V 2PR

Time commitment:

Trustees are asked for a time commitment of circa 20 days per year comprising four Council meetings per year; Audit and Risk Committee Meetings and two to three Trustee Away Days per year.

The Stroke Association year end is 31 March and accounts are approved in June. Therefore, during April to June, additional time will be needed to scrutinise draft annual reports and accounts.

Term:

Trustees are appointed for a term of three years. A trustee may serve a maximum of three terms. Trustees are appraised during their term and re-appointment is not automatic.

Reporting to:

Chair of Council.

Stroke Association is registered as a charity and a company limited by guarantee. Every trustee is also a director of the company and has legal responsibilities and potential liabilities in that capacity.

How to apply

Stroke Association is working with Macaulay Search to conduct the appointment process. Please discuss your interest in this appointment with **Laura Bagley (laura.bagley@macaulaysearch.com)**. The closing date for applications is Wednesday 3rd April.

Your application should comprise:

- A covering note of no more than two pages outlining your motivation and relevant experience for the role.
- A full CV, including educational and professional qualifications, and a full employment history showing the more significant Executive and Non-Executive positions, responsibilities held and relevant achievements.
- Daytime, evening and/or mobile telephone numbers (to be used with discretion).
- Shortlisted candidates will be invited to interviews in London in early May.
- Thank you for your interest in the work of Stroke Association. Please do not hesitate to get in touch with the Macaulay Search team if you have any questions regarding this appointment process.



We are the Stroke Association

We believe in life after stroke. That's why we support stroke survivors to make the best recovery they can. It's why we campaign for better stroke care. And it's why we fund research to develop new treatments and ways of preventing stroke.

We're here for you. Together we can conquer stroke. If you'd like to know more please get in touch.

Stroke Helpline: 0303 3033 100

Website: stroke.org.uk

Email: helpline@stroke.org.uk

From a textphone: 18001 0303 3033 100

We are a charity and we rely on your support to change the lives of people affected by stroke and reduce the number of people who are struck down by this devastating condition.

Please help us to make a difference today.



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Together we can conquer stroke