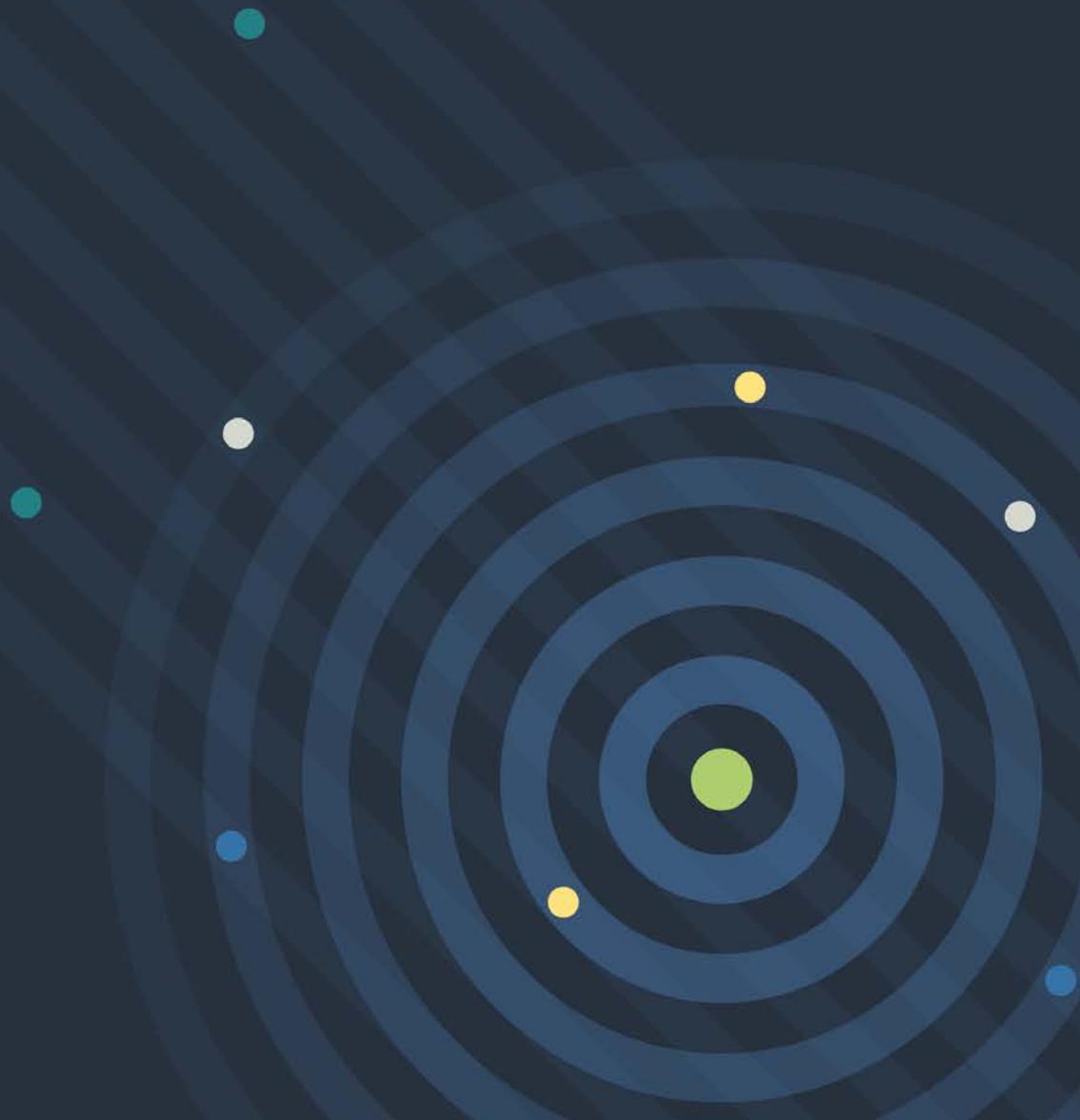




Action on Hearing Loss

Chair, Audit Committee & Trustee

Appointment Brief



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Introduction from John Morgan, Chairman

I am delighted that you are considering applying to join the Board of Trustees and become the Chair of Action on Hearing Loss' Audit Committee.

Action on Hearing Loss is changing and we are looking for an exceptional Audit Committee Chair who will make a lasting contribution to our charity.

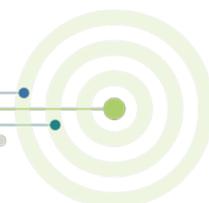
- We are embarking on a new and ambitious five year strategy, *Transforming Lives*, to build further on the achievement of the last five years which has put people with hearing loss at the heart of what we do.
- We are a charity with a relatively new brand but a rich heritage; we need to establish Action on Hearing Loss in the hearts and minds of the nation, whilst drawing on a rich history as the Royal National Institute for Deaf People.
- Our service provision is growing and changing, both supporting people in the community with information, advice and hearing aid support as well as providing care and support services for people who are deaf with additional needs.
- The impact of austerity and the public sector funding environment mean our financial context is as challenging as it has ever been and the charity requires careful management and strong governance oversight to thrive in such uncertain times.
- We are also a campaigning organisation, seeking to ensure that people who are deaf achieve equality and the barriers that deafness, hearing loss and tinnitus can bring to people leading a full life are minimised.
- Our work has the potential to transform the lives of more than 10 million people in the UK who are affected by hearing loss.

They deserve the best support and care, information and advice and we must be their champion. To do so we have an ambitious strategy to help us ensure no-one is isolated through hearing loss or tinnitus and to underpin the future growth of the charity. Through our ground-breaking biomedical research, high-quality service delivery, search for better technology and tenacious and effective campaigning we have the ability to transform the lives of people who are deaf, have hearing loss or tinnitus. I do hope that having read through the information pack you will decide to apply, but if it prompts any questions or you would like to explore particular aspects, please feel free to contact David Fielding, Managing Director of Attenti on 07810 507 235

Best wishes



John Morgan - Chairman



About Action on Hearing Loss

Action on Hearing Loss is the trading name of the Royal National Institute for Deaf People. We are the largest charity in the UK working with and for people who are deaf, have hearing loss or tinnitus.

We want a world where deafness and hearing loss don't limit or label people, where tinnitus is silenced and where people value their hearing. We provide support and care services for people who are deaf and hard of hearing, we campaign, and we support medical research and the introduction of better assistive technology.

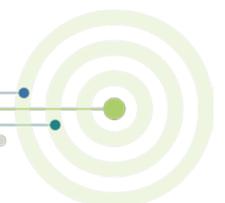
Our patron is HRH Duke of York.

We have 1000 staff, 1400 volunteers and 11,000 members who support our work across the UK. We work in over 70 locations throughout the UK.

We are governed by a committed Board of Trustees, led by a dynamic Chief Executive and wider Executive Group, and supported by thirteen Vice Presidents who bring with them decades of experience from both the charity, public and commercial sectors.

What we do -

- We're experts in providing support for people who are deaf, have hearing loss or tinnitus.
- We provide residential care and support for people who are deaf with additional needs.
- We provide a wide range of community based services for people who are deaf, have hearing loss or tinnitus, many of them supported by volunteers.
- We offer practical advice to help people protect their hearing.
- We campaign to change public policy.
- We support research into better technology, treatments and cures for hearing loss and tinnitus.
- We have a number of commercial social enterprises providing goods and services to people who are deaf, have hearing loss or tinnitus.
- We raise funds to help change the world for people who are deaf, have hearing loss or tinnitus.



Our governance structure

The Board of Trustees has fourteen members eight of whom are elected by the members of Action on Hearing Loss and six of whom are co-opted by the Board of Trustees.

The Board has an Audit Committee and a Nominations Committee. The Chairman of the Board Chairs the Nominations Committee.

You can find out more about us by visiting our website by [clicking here](#)

For a copy of our annual report [click here](#)

Role Description and Person Specification

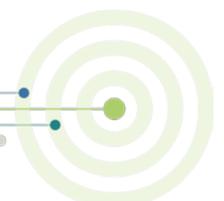
Chair of Audit Committee (Honorary Treasurer)

Summary

To lead Action on Hearing Loss non-executive financial governance, so that it can achieve its charitable objectives. The Chair of the Audit Committee takes a particular interest in and oversight of the financial implications of the charity's strategic plan and ensuring that the key internal control and risk management framework is sound. Working closely with the Executive Director of Corporate Resources and chairing the Audit Committee this role provides support and challenge to the executive leadership to ensure the good financial governance of the charity.

Duties

- To advise the Trustees on the financial implications of the charity's strategic plans and key assumptions included in management's operational plan and annual budget, confirming that the financial resources of the organisation meet its present and future needs.
- To understand the accounting procedures and key internal controls to be able to assure the Board that the charity's financial integrity is sound and risk is managed appropriately



- To guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements within a relevant financial policy framework
- To ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and to support the formal presentation of the annual accounts at the AGM.
- To meet the external auditor independently from the Executive Director of Corporate Resources on at least an annual basis.
- To chair the Audit Committee of Action on Hearing Loss

Person Specification

- The person appointed to this post must have financial and business experience at an appropriate level which (desirable but not essential) would include being a qualified member of a recognised accountancy body.
- Understanding of the charity sector, in particular operations, accounting and legal and regulatory framework across all UK jurisdictions.
- Significant experience of chairing committees/boards with the gravitas to lead senior and experienced committee members.

Role Description - Trustee

Summary

To provide Action on Hearing Loss with strategic, non-executive management, so that it can achieve its charitable objectives. Trustees have overall responsibility for the charity's direction, strategic delivery and regulatory responsibilities. They should bring individual experience which is relevant to the activities of the charity, provide support and challenge to the executive leadership team and act as ambassadors for the charity.

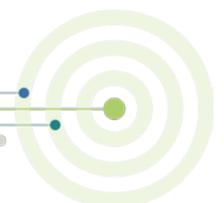


Duties

- To attend regular meetings of the Board of Trustees (currently three per year each for an afternoon in London plus one two day residential meeting at one of Action on Hearing Loss' Services somewhere in the UK).
- To set and maintain the vision mission and values of Action on Hearing Loss in line with its charitable objectives.
- To partner with the Chief Executive and executive leadership team in setting overall strategy and policy, defining business objectives and setting targets and evaluating performance against agreed targets.
- To ensure that Action on Hearing Loss complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- To promote Action on Hearing Loss to other organisations and individuals, championing its work, and supporting the charity's efforts to identify, approach and steward potential donors, supporters and influencers.
- To contribute to the work of (and in some instances chair) sub-committees of the Board as appropriate.
- In addition to the above duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise. To act reasonably and prudently in all matters relating to the charity always bearing the interests of Action on Hearing Loss in mind.

Person Specification

- Ability to provide strategic leadership to a leading national charity with a wide range of charitable activities.
- Experience of working as Non-Executive, representing organisations at a senior level
- Personal experience of or an interest in deafness, hearing loss or tinnitus.



Terms and Conditions

The role is unremunerated.

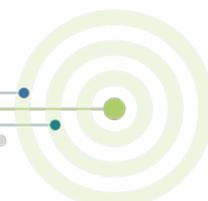
The appointment will be from June 2018 for an initial three year term of office. Our six 'co-opted' trustees are appointed by the Board and can serve up to two three year terms of office.

The anticipated total time commitment for the role of Chair of Audit Committee averages over the year at one day per month. This involves a time commitment of typically four half day meetings of the Board per year. In addition the appointee will Chair the Audit Committee (which typically meets four times a year for two hours). Preparation time is required for reading reports etc. It is also expected that Chair of Audit Committee will make time for meetings or telephone calls on an ad hoc as required basis with the Chairman, Chief Executive and Executive Director of Corporate Resources.

Any appointment agreement is binding in honour only; it is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future as a result of any appointment. Please feel free to visit the [Charity Commission website](#) for further guidance on taking on a voluntary Trustee role.

Timetable

Sunday 6 th May	Closing date for all applicants
w/k 14 th May and 21 st May	Preliminary conversations with David Fielding at Attenti
w/k 14 th May	Informal meetings with Paul Breckell, CEO, Action on Hearing Loss
5 th June	Final Meeting



How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

<http://www.attenti.co.uk/AOHLACC>

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role.
- If you would like to provide a short supporting statement, please feel free to do so, this is not mandatory at this stage but would be helpful.
- Details of two referees, one of whom should be with regards to your current or most recent board level role, and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you.

All applications will be acknowledged.

Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Please let us know of any accessibility accommodations you may require.

Closing date for applications is the **6th May 2018**.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants Jim Banks on 07787 004 768 or David Fielding on 07810 507 235 at Attenti.

