



Communication
Matters
more than just talking

What does it mean to be a Trustee of Communication Matters?

Being a Trustee is a great role. It demands stamina, commitment and skill mixing, but it is very stimulating, enlightening and rewarding! You work with a fantastic team of hard-working people to help to run the charity.

You can find out more about Communication Matters and about being a Trustee from our website:

<https://www.communicationmatters.org.uk/page/trustees-and-staff>

The Charity Commission also has lots of useful information about the role of a Trustee:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

As a Trustee of Communication Matters (CM), you share, with the other members of the Board, the responsibility of deciding how the charity is run. Decisions made by the Board of Trustees will have an impact on what CM is able to achieve. We need your experience, skills and knowledge gained in other areas of life (personal or work) to support us to meet our aims.

Communication Matters is a UK-wide charitable company limited by guarantee, with an office base in Leeds. We are the UK Chapter of the International Society for Augmentative and Alternative Communication (ISAAC).

What does being a Trustee involve?

The Board of Trustees meets at the University of Leeds four times a year in March, May, September and November. These are usually two-day meetings and so overnight accommodation can be arranged for those living a long way from Leeds. Trustees are expected to attend all the Board Meetings and the Annual Conference. They might also be asked to represent CM at a small number of other meetings and events during the year. As well as these face-to-face meetings, Trustees communicate with each other frequently by email, phone & Skype. There's a lot to do to keep us running smoothly! Trustees do not get paid for their role, but you can claim reasonable expenses.

The Board is currently made up of 11 Trustees. Trustees are usually appointed for a three-year term of office (the terms being staggered so that a small number change over each year). The Board can also co-opt Trustees from time to time as needed (the co-opted term is up to 12 months).

We are looking for Trustees and Co-opted Trustees to join the Board now! We are primarily looking for someone with an interest in finance or strategy/business, or who has a personal experience of AAC – i.e. an AAC user, parent or carer. However, if you have a different skill set, we would still encourage you to get in touch.

Can I be a Trustee?

YES! If you are over 18 and:

- (a) want to help Communication Matters develop and further its aims and objectives;
- (b) are a fully paid-up *Individual* Associate Member of Communication Matters OR are willing to become a fully paid-up *Individual* Associate Member of CM
- (c) have time to devote to Communication Matters work, to attend Trustees' meetings and to represent CM at other events.

Still interested?

Please write up to 200 words on why you think you would make a good Trustee, including what skills you can bring to the Board and email it to admin@communicationmatters.org.uk by **4th January 2019**. The Board plan to review all applications and respond in February. We hope that successful applicant/s will join us at our next Board Meetings on the 5th & 6th March.

We look forward to hearing from you!

COMMUNICATION MATTERS | 3rd FLOOR, UNIVERSITY HOUSE | UNIVERSITY OF LEEDS | LEEDS | LS2 9JT

Tel: 0113 343 1533 admin@communicationmatters.org.uk www.communicationmatters.org.uk

ISAAC (UK) | UK Chapter of the International Society for Augmentative and Alternative Communication

Registered Office: ISAAC (UK), Garbutt & Elliott, Triune Court, Monks Cross Drive, York YO32 9GZ

Registered in England & Wales No. 01965474 | Registered Charity No. 327500