

Chair (volunteer)

About PCD Support UK

PCD Support UK is a charity which supports those with Primary Ciliary Dyskinesia (PCD). PCD is a rare genetic disorder affecting approximately 1 in 7,500 in the UK. PCD Support UK is here for those affected by PCD, we talk about PCD as widely as possible, and we champion research to improve its diagnosis, management, and treatment.

Our Mission

At PCD Support UK, we:

- Support to people who have PCD, or are suspected of having PCD and their carers
- Bring PCD to the attention of the medical community
- Provide an up-to-date information service
- Raise awareness of research to aid diagnosis and treatment of patients with PCD
- Work with the NHS and other bodies to ensure patients have access to diagnostic services and on-going care
- Fundraise to support the above activities

Find out more about PCD and our charity on our website: www.pcdsupport.org.uk

The Role: Chair

The Board of Trustees is the ultimate governance body for the organisation, serving as stewards of the organisation's resources, and is ultimately responsible for PCD Support UK's strategy, operations, adherence to law and regulation and financial management. The Trustees serve on a voluntary basis and meet quarterly online. The chair's role is to:

- Lead the Board of Trustees, setting the strategic direction of the charity.
- Act as a figurehead for the charity where required (for example, representing the charity at functions/meetings/conferences).
- Ensure effective governance practices are followed.
- Foster a collaborative board culture, encouraging open communication.
- Safeguard the interests of the charity's beneficiaries and providing oversight of stakeholder interests.

- Ensure, with the Board of Trustees, sound financial oversight including review and approval of the annual budget
- Maintain effective relationships with clinical and research professionals.
- Provide supervision and support to volunteers when necessary.

Skills Required

- Proven leadership experience in a board or senior management role, preferably within the non-profit sector.
- Strong understanding of charity governance principles and best practices.
- Excellent communication and interpersonal skills to build relationships and facilitate effective collaboration.
- Commitment to the mission and values of the charity.
- Strategic thinking and ability to develop and execute long-term plans.

Time Commitments

Weekly commitment: at least 4 hours per week

Quarterly Trustee Meeting: 2 hours each meeting plus preparation time

Annual General Meeting: 2 hours plus preparation time

Annual Medical Board Meeting: 1 day plus preparation time

Lots of optional events and conferences available to attend, for example: ERS Congress, House of Commons events, British Thoracic Society events, RareFEST, World Bronchiectasis Conference, and many more!

Preferable Term: 2 to 3 years

To Apply

Please send your CV and Cover Letter to chair@pcdsupport.org.uk