

# Trustee Information Pack

Thank you for your interest in becoming a trustee with BRACE Dementia Research (BRACE). This pack has been prepared for you to get a better understanding of the role, the commitments, and expectations.



# Why BRACE?

BRACE is a dynamic organisation that funds research into dementia. Dementia will affect one in two people in their lifetime, either through developing the condition or through caring for a loved one with dementia. Real progress is being made, with the last few years being the most promising there's ever been for the treatment of the most common form of dementia, Alzheimer's disease. Funding from the charity has helped to develop an early Alzheimer's test, Fastball, which is being investigated by the NHS. The Fastball test may also facilitate and enable the use of disease modifying dementia treatments which are now licenced in the USA and will probably be licenced in the UK in the near future. You could contribute to important breakthroughs by joining a pioneering and committed team of Trustees who help inspire, guide and drive the ambition of our executive and operations team to shape the future of our growing charity.



## Being a Trustee

BRACE Limited (Ltd) is the sole Trustee of BRACE Dementia Research. This structure requires Trustees to become Directors of BRACE Ltd and as such undertake the duty of a Trustee. As a Director of BRACE Ltd personal liabilities are limited as they would be in any limited company. We aim to have a Board of 13-14 Trustees with a range of skills from the business, science or third sector. There are opportunities to use your expertise by joining one of the subcommittees - Finance, HR or Scientific or representing the charity at various events. The Trustees collaborate to ensure that BRACE has the right strategy and resources to achieve our charitable purpose, and that we are well run and thrive as an organisation. BRACE is a growing charity and with the right experience in the executive team and the Board, being a Trustee is a rewarding position. The role is voluntary and unpaid.

# Key Tasks and Accountabilities:

- Ensure the charity acts to meet its purpose set out in the constitution and retains its ethos and values.
- Ensure the charity has a clear vision and strategy, and a business plan focused on achievement.
- Oversee the discharge of the BRACE business plan by agreeing performance targets, supporting the Chief Executive and the Senior Leadership Team and holding them to account for achieving the business plan efficiently and effectively.
- Manage resources responsibly and ensure the viability of the organisation.
- Act as guardians of the charity's assets and ensure the stability of the organisation.
- Act with reasonable care and skill and in the charity's best interests by understanding your responsibilities in accordance with the [Trustees Code of Conduct](#).
- Oversee the discharge of all legal, regulatory and contractual obligations and requirements.

## Time Commitments

- The Board meets quarterly for 2-3 hour meetings, in person, and generally in the Bristol area. Meetings normally start at 10am.
- Sub Committees meet quarterly, no more than 4 weeks before the Board meeting.
- Some online commitment may be required between meetings.
- We have a yearly Trustee away day generally held in the Bristol area.
- The venue for Trustee meetings will vary, although they are normally held in Bristol or another location convenient to most Trustees and senior staff.
- Trustees are encouraged to attend some external BRACE events.



# Trustee Induction

There is a familiarisation programme for new board members and training will be discussed and provided as necessary.

## Remuneration

Board members are not remunerated. Board members can claim reasonable travel, subsistence and accommodation expenses to attend pre-agreed events and board meetings. An expense claim is required.

## Period of Appointment

Trustees are appointed by the Trustees of BRACE. Tenure is four years with a maximum period of two terms (8 years in total).



# What/Who is BRACE Dementia Research?

BRACE funds world class clinical and laboratory research into Alzheimer's disease and other forms of dementia to achieve earlier diagnosis, more effective treatments and perhaps a cure. We are funding over 40 dementia research projects at seven sites across Bristol, the southwest and South Wales.

BRACE was founded in Bristol in 1987 by Professor Gordon Wilcock and a small core of people who were interested in medical research in older people, specifically dementia. BRACE's key activities now include funding pilot studies and proof of concept projects and other initiatives that fall outside the remit of other charities. BRACE also funds the costs of a number of clinical and laboratory teams in Bristol, helping to recruit into clinical trials, write grant applications, store, process and supply brain tissue.

We take great pride in funding PhD studentships investigating and researching new concepts and ensuring the continual development of the key academic units focussing on dementia in this part of the UK. To date we have funded more than 40 successful PhD students, many of whom have gone on to have very successful research careers. Our notable achievements include:

- Providing core funding to the highly regarded South West Dementia Brain Bank. In 2022 alone, the bank provided more than 11,000 samples to researchers across the UK and internationally. Breakthrough achievements in drug development and dementia research depend on tissue and other samples provided by the Brain Bank.
- Supported the development and ongoing work of 'Fastball', which is now being studied in an NHS funded trial involving 1000 patients with the aim of diagnosing Alzheimer's disease at an early stage.
- Facilitated key clinical trials to get an Alzheimer's disease drug (galantamine) clinically approved.
- The Bristol Brain Centre was established at Southmead Hospital, with support from BRACE. The centre is the first facility of its kind in the UK to bring together research teams in dementia, multiple sclerosis and Parkinson's Disease.
- Developed an assessment tool, Bristol Activities of Daily Living Scale (BADLS) which has been adopted worldwide as one of the standard tools used in the monitoring of the impact of dementia on individual patients.



# What can you bring to BRACE?

To achieve the BRACE vision and goals, the charity needs Trustees with sound judgement who will enjoy guiding the team to achieve our ambitions. It is important that you feel strongly about the urgency of dementia research and the need for charitable funding. We welcome people from a wide variety of backgrounds, but are particularly looking for those with some of the following attributes:

## **Sector knowledge, in particular**

- Medical or Healthcare qualification
- Research, ideally with a postgraduate degree
- Caring for people with dementia

## **Experience in Management**

- Strategy and business plan development
- HR, Employment Law
- Recruitment and selection
- Previous board experience (charity or non-charity)

## **Experience in charities**

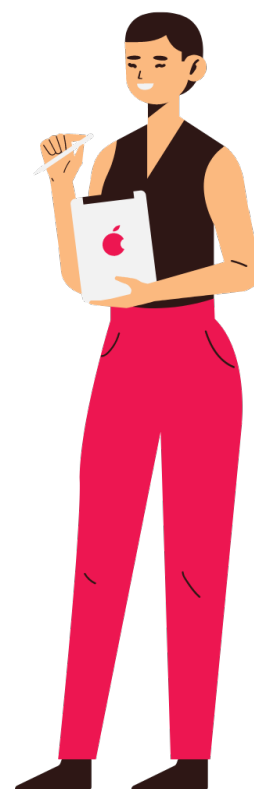
- Charity governance and regulation
- Charity finance
- Funders and fundraising

## **Experience in financial management, in particular**

- Accountants
- Financial Directors
- Chief Operating Officers

## **Experience in social media and website development**

**Diversity:** Equality, diversity and inclusion are fundamental to our core values and to increase the diversity of our board we welcome interest from all ethnicities, people with disabilities and all genders to apply. Minimum age 18.



# Would you like to know more?

If you require more information about the process or would like to arrange a discussion with our Chief Executive, Chris Williams, a Trustee or the Chair, please contact Chris Williams: [chris@alzheimers-brace.org](mailto:chris@alzheimers-brace.org)

Alternatively send an expression of interest outlining:

1. Why you are interested in the role.
2. How your skills and experience can contribute to the board.

Please send your letter to [chris@alzheimers-brace.org](mailto:chris@alzheimers-brace.org)

Your expression of interest will be circulated to our working group of Trustees for review who will match your skills against our Board skills gap analysis. The working group will then arrange an informal meeting which may be in person or virtual to discuss the role and your expectations.

## Main purpose of the role

Trustees are jointly and collectively responsible for the overall strategy and direction of BRACE. Trustees are responsible for supporting the Chief Executive and the Senior Leadership Team and ensuring that the organisation is governed responsibly; that it is operating within agreed policies and budgets; that it complies with current legislation; and delivering on its purpose as defined in the constitution. Board members have ultimate responsibility for what BRACE does, consistent with Clause 97 (1) of the Charities Act 1993, which states that charity trustees are 'the persons that have the general control and management of the administration of a charity'. After appointment, we can make available the BRACE Business Plan, the Constitution and the Trustees' Code of Conduct, which contain a fuller background to the work and expectations of the Trustees.

