

# **Cerebral Palsy Sport**

## **Trustee / Non-Executive Director**

### **Information Brief**

**Supporting people with cerebral palsy to  
reach their life potential through sport  
and active recreation.**

Unit 5, Heathcoat Building, Nottingham Science & Technology Park, University Boulevard,  
Nottingham, NG7 2QJ. Telephone: 0115 925 7027. Email: [info@cpsport.org](mailto:info@cpsport.org)

Find out more about the work of CP Sport at [www.cpsport.org](http://www.cpsport.org)

A Limited Company registered in England and Wales, no 04181593. Registered office as shown. **Registered Charity No: 1088600**  
Cerebral Palsy Sport is a member of the Institute of Fundraising

## Dear Potential Trustee / Non-Executive Director

Thank you for showing interest in applying for the role of voluntary Non-Executive Director / Trustee with Cerebral Palsy Sport. This pack is designed to provide you with a brief overview of Cerebral Palsy Sport and what we do as a charity.

Also included in the application pack is:

- The Trustee / NED application form. Please note we do not accept CV's.
- Equal opportunities monitoring form.

**About Cerebral Palsy Sport** – Cerebral Palsy Sport is the country's leading national disability sports charity supporting people with cerebral palsy to reach their sporting potential and putting people with cerebral palsy and their families at the heart of everything we do.

Our **vision** is to support people with cerebral palsy to reach their life potential through sport and active recreation.

Our **mission** is to improve quality of life for people with cerebral palsy and other physical disabilities through sport, physical activity and active recreation.

Our **aim** is to raise aspirations, promote inclusion and support people with cerebral palsy and other disabilities to play, participate and enjoy sport and active recreation.

Our **services**: We seek to achieve this through providing disability sports opportunities including athletics, bowls, football, swimming, table cricket and a range of adapted sports. These adapted sports include RaceRunning, Frame Football and Touch Golf. We provide a range of sporting opportunities for children, young people and adults to enjoy. We also offer expert, specialist support to parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals on how to adapt sports and physical activities for people with cerebral palsy.

**Who we are**: Cerebral Palsy Sport is a successful and highly respected influencer and change maker. At the core of the charity's values is putting people with cerebral palsy at the heart of what we do and creating sporting opportunities for people with cerebral palsy.

Every year we support over 4,000 children, young people and adults disadvantaged by their physical disability to experience the life-changing benefits that participating in sport can provide. All this is only possible because of the funding we receive from funders, supporters and individuals as well as a range of valued partners. These partnerships include key agencies such as Sport England, British Paralympic Association and the Sport and Recreation Alliance as well as working in partnership with a wide range of sectors partners.

We also work closely with County Sports Partnerships, National Sports Governing Bodies (NGBs), Activity Alliance (formerly EFDS), Disability Rights UK, Youth Sport Trust, members, schools, colleges, parents, families and many more. Cerebral Palsy Sport was a founding member of the British Paralympic Association and English Federation of Disability Sport and

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remains a member of both today and we are proud of our Sporting Ambassador and Young Ambassador programmes.

**Our Team** – Cerebral Palsy Sport currently employs 6 team members: Chief Executive, a National Sports Development Manager, a National Disability Sports Engagement Officer; 3 National Sports Development Officers and an Administrator. We also have a valuable team of volunteers who give tirelessly to the charity supporting events and our fundraising programme. We are based at the Nottingham Science and Technology Park in Nottingham, East Midlands.

### Governance

Cerebral Palsy Sport is governed by a Board of up to ten Trustees that bring a range of skills to support the organisation with governance decisions. The Board of Trustees consists of up to twelve independent individuals with a range of skills and competencies across key sectors that enables Cerebral Palsy Sport to operate as an effective strategic national disability sports organisation (NDSO), charity and a Limited Company. More information on our current Board of Trustees can be found [here](#).

The Board of Trustees is responsible for setting the strategic direction of the charity and ensuring it performs effectively. Because of the charity's significant role in the development of disability sport, being a Trustee is a position of influence and significant responsibility, now and for future generations.

Trustees are people who care passionately about Cerebral Palsy Sport and who recognise the vital contribution the organisation makes to the lives of people with disabilities. If you support our aims and are prepared to give some of your time to this important role, we would like to hear from you. The role of Trustee is interesting and rewarding and one in which your knowledge and skills will be harnessed to make a really positive contribution. We positively welcome people from diverse backgrounds and with disabilities.

### The Role of a Trustee

The Board of Trustees is the governing body of Cerebral Palsy Sport. Its main purpose is:

- To set and monitor the strategic direction of the charity and to ensure that our strategy is aligned with the values and mission of the organisation.
- To ensure the organisation is properly managed and complies with all relevant law and has the resources, policies and structures necessary to be effective and ensure the highest standards of corporate governance;
- To set the way the organisation is governed and monitor, guide and authorise the work of its sub-committees
- To approve all major decisions and policies and the annual accounts;
- To ensure that appropriate protection, systems, and checks remain in place to mitigate exposure of the organisation to major risks.

In addition, the Trustees should be powerful advocates of Cerebral Palsy Sport and its interests. The Board meets up to six to seven times a year including the Annual General

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Meeting. Most Board meetings take place at the charity's offices in Nottingham or nearby. Depending upon particular interests and expertise, Trustees are normally appointed to one of the Board's sub-committees which also meet around four to six times a year.

These are:

- **Governance, Compliance and Human Resources Sub-Committee:** guides the Chief Executive on matters to do with business management, policy, investment, income and expenditure. It also formulates strategies and policies prior to them being submitted to the Board.
- **Finance, Fundraising and Marketing Sub Committee:** which has oversight of the financial planning, performance of fundraising and planned marketing focus for the organisation.
- **Sports Development Committee:** takes an overview of the management, enhancement, promotion and development of the sports development programmes.

Being a Trustee requires an involvement of around 10 – 20 days per annum. Trustees are non-remunerated but expenses may be reclaimed in accordance with our volunteer's expenses policy. Trustees are normally appointed for a three year period of office and may be reappointed for a further three years. Further information on the role and responsibility of a charity trustee can be viewed here:

<http://www.charitycommission.gov.uk/media/94159/cc3text.pdf>

### Trustees' Legal Responsibilities

All Trustees have to administer their charity in accordance with the terms of its governing document. In our case this is the Articles of Association which set out the Trust's objects and powers that the Trustees can exercise in pursuing those objects. As a charity Trustee you will be taking on significant responsibility but the law protects trustees who have acted reasonably and it is extremely rare for a Trustee to be made personally liable. Charities are no different to other organisations in the duty of care owed to their employees and members of the public using their premises. Trustees must satisfy themselves that we have in place proper management systems and processes and appropriate insurance cover.

Since the charity is also a Company Limited by guarantee and having no share capital, it is the Charity, not individual Trustees, which has contractual liability for any contract the Trust enters into. The Trustees are further protected by the fact that the charity employs professional staff and advisors and the Board seeks their advice on all matters. The charity also takes out Trustee indemnity insurance to provide further protection.

### Trustee Appointments

The appointment of new Trustees will be subject to the receipt of two satisfactory references and completion of a Basic DBS check.

### Trustee Training

New Trustees receive an induction which includes a briefing by the Chair and the Chief Executive. Trustees are also given an induction pack containing the core documents such as

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the Articles of Association, Charity Commission booklets setting out legal responsibilities of Trustees, and the Trustee Handbook.

### Who can be a Trustee?

You generally need to be 18 years or over to be a Trustee. Certain people are legally disqualified but this only affects a small number of people such as un-discharged bankrupts, those disqualified from being company directors, and those who have been convicted of any offence involving deception or dishonesty.

### Conflicts Of Interest

We want Trustees who are passionate about making a contribution to the sport and this may include those actively involved in it. There will inevitably be occasions when there might be conflicts of interest. In these situations he or she should declare an interest and not seek to influence the discussion and decision.

### How to apply to become a Trustee

Please complete the Trustee application form setting out your background and experience and email to: [atalbot@cpsport.org](mailto:atalbot@cpsport.org) . For an informal discussion about the role, please call Ali Talbot on 0115 925 7027

Potential Trustees will be selected and potential for interview by a selection panel from the Governance, Compliance and Human Resources Sub Committee. Decisions on who to invite onto the Board are always made with a view to filling any skills gaps and assembling a Board with an appropriate mix of knowledge and experience. Therefore if there is not a space immediately we like to retain the details of those applying as we need to regularly renew and refresh the Board and vacancies may arise in the future.

We hope that you are interested in what will be a beneficial and exciting opportunity. We look forward to receiving your application.

Yours sincerely

Peter Savage – Interim Chair