



Information for Applicants: Trustee to the Board (PMCPA)

Dear Applicant

Thank you for your interest in applying for the role of Trustee with the Pinn Medical Centre Patients' Association (PMCPA). We are looking to appoint up to four more Trustees over the coming year. We are not just looking for skills and experience in any particular area, except perhaps of being a patient, however infrequently. If you are interested in joining the PMCPA as a Trustee, and supporting the Practice and its patients, we'd love to hear from you.

And if you had skills and experiences in the areas outlined below, we would certainly make full use of them:

- Management and organisation of particular services and events;
- Charity Law; Board/Company Secretary;
- Health and social services;
- Public education campaigns and activities;
- Marketing: Event promotion, Advertising sales; design; editorial; Press and Media;
- Information Technology, including website support.

These are not absolute requirements and each application will be considered on its own merits.

Time commitment: Trustees meet at least 5 times a year (four Board meetings and one AGM) although our Trustees take part in many other activities to support patients and to develop the work of the Association.

Trustees are unremunerated. Reasonable expenses incurred in the line of duty will however be reimbursed.

Eligibility: Any patient of the Pinn Medical Centre over 16 years of age can become a Member and/or a Trustee. The initial appointment as a Trustee is made by the Board but is subject to ratification by Members at the Annual General Meeting in June.

We work in close partnership with the Pinn Medical Centre (PMC) and our main aim is to make a positive contribution to the services and facilities offered to patients through the following activities:

- Providing patient feedback to the PMC
- Promoting and facilitating health awareness events
- Voluntary activities such as providing transport for patients
- Fundraising for equipment not covered by the NHS
- Healthcare Information e.g. newsletters (Pinn Piper) and website: www.pinnpatients.org
- Shaping healthcare services through the PMCPA and Harrow Patients' Participation Network (HPPN)

Timeline for Applications

Advertisement	17 January 2020
Deadline for applications	21 February 2020
Short listing	19, 20 March 2020
Interviews	31 March, 1 and 2 April 2020

Please forward your letter of application and a current CV to:

Joanne Daswani, Chair (PMCPA) at jo@pinnpatients.org or leave at Reception at the Pinn Medical Centre. You are also asked to provide the name and contact details of two Referees from whom we can take up a personal reference. References will be taken up prior to interviews.

Please visit the PMCPA's website: www.pinnpatients.org for the Trustee Recruitment Pack which includes further details on:

- Job Description and Person Specification of Trustees
- Role of Patient Participation Groups
- The Board's role and purpose
- The Trustee Code of Conduct
- PMCPA's 3 -Year Strategic Plan Strategic Framework (2019-2022)

Members without Internet access can obtain a **Trustee Recruitment Pack**, with the documents listed above, at Reception at the Pinn Medical Centre.

We look forward to receiving your application.

Yours sincerely



Joanne Daswani
Chair