

Volunteer Role Description

KPA Chair

Trustee and Committee Member



Guy's and St Thomas' Kidney Patients Association (GSTTKPA) is a registered charity founded in 1980 which aims to support kidney patients and kidney research at Guy's and St Thomas' Hospital and the Evelina London Children's Hospital. Guy's and St Thomas' NHS Foundation Trust is a centre of excellence for the treatment of kidney disease. The kidney services treat adults and children living in South East London and the surrounding areas.

KPA activities:

GSTTKPA helps patients, for example by funding grants for social events in the dialysis units, funding attendance at the Transplant Games, providing grants to support kidney research activities at the Hospital and promoting organ donation.

Membership of the KPA:

All Guy's & St Thomas' kidney patients, families, carers and kidney staff are members. Young kidney patients treated by Evelina London at St Thomas' are also supported by and involved in the KPA.

The KPA Trustee and Committee meetings:

The KPA meets ten times a year. There are five Trustee meetings, four Committee meetings and the Annual General Meeting (in November each year). Meetings take place either on-line or in person at Guy's Hospital. The Trustees and committee members should include representatives from patients, parents of young kidney patients and kidney staff.

Role of the Chair:

The Chair supports the aims of GSTTKPA by working together with Trustees and the Committee to secure the best possible outcomes for people with kidney disease associated with Guy's and St Thomas' Hospitals. The role of the Chair is to lead the Committee and act as a figurehead for the Charity.

Election and Term of the Chair:

The Trustees will elect the Chair in line with the KPA's Articles of Association and they will be voted in by the Members at the AGM. The Chair may serve for 3 years providing they remain a Trustee. A retiring Chair can be re-elected by the Trustees.

Key Duties of the Chair:

- The Chair will chair Trustee and Committee Meetings and other special or extraordinary meetings of the Committee and/or Trustees.
- The Chair will ensure the KPA conforms with the law and regulations as defined by the Charity Commission, Companies House and the Inland Revenue.
- The Chair will ensure the charity's accounts are filed with Companies House on or before the required deadline.
- The Chair will ensure Trustee and Committee decisions are implemented.
- The Chair will have overall responsibility for the charity's financial management working closely with the Treasurer, accountants and auditors to ensure financial stability and security.
- The Chair will meet regularly with the Trustees to agree the strategic direction of the KPA.
- The Chair must ensure the GSTTKPA is compliant with all necessary strictures related to the Charity Commission
- The Chair must ensure the GSTTKPA is a safe charity and has due regard to the Charity Commission's guidance related to governance and safeguarding, and that such guidance and safeguarding is widely disseminated throughout GSTTKPA.

- The Chair is accountable to the Trustees and Committee and must be transparent to the Trustees and Committee Members regarding all matters pertaining to the standing of the KPA (GSTTKPA) as to any conduct, fiscal, administrative or social media issues.
- The Chair must conduct and lead GSTTKPA according to the KPA's Objects, Memorandum of Association and Articles of Association dated 1 October 2013.
- The Chair must ensure all Trustees and Committee Members are DBS compliant by working with the Trust (GSTT) Voluntary Services Department
- The Chair must manage all complaints fairly and transparently via a timely, investigation process with concordant, written outcomes that will withstand scrutiny.
- The Chair will need to be committed to equality, celebrate diversity as kidney patients and staff are from many different cultural backgrounds. So you must have an understanding of equality and diversity issues
- The Chair will have the ability to be innovative and grow GSTTKPA.
- The Chair must be able to safely recruit new members and Trustees using appropriate governance structures.
- Act responsibly and appropriately as a KPA Trustee by following the key principles as outlined on page 6

Time Commitment:

The role requires a time commitment of approximately one day a week with the ability to travel to Guy's and the community dialysis units. Occasionally you will need to represent the KPA on a national basis. Additionally you will need to attend Trustee/Committee meetings as appropriate. You will be supported by the trustees, the vice chair and committee members.

Volunteer Status:

All Trustees and Committee members must sign up as Volunteers of Guy's Hospital this includes completing any DBS and training requirements in line with the Trust's standards.

Other requirements:

All Trustees will need to undergo due diligence checks and complete a Trustee eligibility declaration form.

Please note that the table that covers the functional requirements for this role is used by the Trust's occupational health services when assessing volunteers for their KPA role. The functional requirement section is currently part of Guy and St. Thomas's Trust requirements. Even though the clinical aspects do not pertain to KPA volunteers the table does cover other key requirements, such as, standing, sitting etc.

Skills, qualities and experience:

Person Specification

Key Requirements	Essential	Desirable
Good understanding of charity governance issues	x	
Knowledge and understanding of the charity sector	x	
Experience of operating at a senior strategic leadership level within an organisation	x	
Significant experience of chairing meetings and events	x	
Strong networking capabilities and the ability to undertake an ambassadorial role by representing the KPA at various events	x	
Excellent communication skills with the ability to engage with patients, carers, clinicians and managers	x	
Ability to work independently and promote a collaborative team environment	x	
Experience of understanding complex financial statements, accounts documents and a broad understanding of charity finance issues	x	
Excellent time management and forward planning to ensure the KPA functions smoothly	x	
Strong problem solving skills	x	
The ability to maintain professional conduct and integrity at all times.	x	
Awareness of Safeguarding procedures	x	

FUNCTIONAL REQUIREMENT FORM

Job Title: Chair KPA

Ward/Department: GSTT KPA

Recruiting Manager: KPA

Shift Pattern: n/a

Directorate & Site: Renal. At
Guys, St Thomas' and the
community.

Line Manager: KPA

Requirements	Never	Occasional 0-33% of work time	Frequent 33-66% of work time	Constant 67-100% of work time
A. Physical				
1. Sitting			X	
2. Standing			X	
3. Walking			X	
4. Lifting and handling patients	X			
5. Lifting and handling objects e.g. boxes		X		
6. Push/pull e.g. trolleys	X			
7. Bend/squat/crouch/kneel/crawl	X			
8. Climb/descend stairs		X		
9. Climb ladders/work at height	X			
10. Using hands above shoulder height	X			
11. Twist/spinal rotation	X			
12. Sedentary/ immobile posture	X			
13. Reaching forward	X			
14. Simple grasping/fine manipulation/ manual dexterity	X			
15. Applying hand grip force	X			
16. Typing		X		
17. Writing		X		
18. Operating foot controls	X			
19. Repetitive movement	X			
20. Work in confined spaces*	X			
21. Work within a team				X
B. Psychosocial				
1. Repetitive/complex tasks requiring attention to detail		X		
2. Ability to concentrate/good memory				X
3. Communication demands (phone/e-mail/face-to-face)				X
4. Night worker	X			
5. Rotational shift work	X			
6. Requirement to wear personal protective equipment		X		
7. Required to deal with distressing/ challenging situations			X	
8. Requirement to deal with anxious/aggressive people		X		
9. Requirement to work to deadlines		X		
10. Requirement to supervise others		X		
11. Lone work		X		
C. Sensory			Yes	No
1. Good vision essential (with or without glasses)			X	
2. Good colour vision essential				X
3. Good hearing essential (with or without hearing aid(s))			X	
D. Additional screening required pre-commencement			Yes	No
1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis*				X
2. Food handler*				X
3. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				X

4. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)		x
5. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)		x
6. Classified worker under the Ionising Radiation Regulations		x
E. Additional immunity/screening post commencement	Yes	No
1. Contact with/access to patients	x	
2. Contact with/handling clinical specimens		x

Principles by which KPA Committee Members and Trustees should conduct themselves

Selflessness

Committee members and trustees should act solely in the interests of KPA members.

Integrity

Committee members and trustees should avoid placing themselves under any obligation to people or organisations that might try to influence them inappropriately. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any conflicting interests.

Respect

Committee members and trustees should respect the views of all KPA members and ensure that all such views are acknowledged and discussed in an open, fair and equitable manner.

Objectivity

Committee members and trustees should act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Committee members and trustees are accountable to KPA members for their decisions and actions.

Openness

Committee members and trustees should act and take decisions in an open and transparent manner and all relevant information should be available to KPA members.

Honesty

Committee members and trustees should be truthful and honest.

Leadership

Committee members and trustees should actively promote and robustly support these principles in all activities related to the KPA.

[Adapted from The Seven Principles of Public Life January 2013]