

## Volunteer Role Description

# KPA Vice 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 by for example 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 Vice Chair:**

The Vice Chair supports the aims of GSTTKPA by working together with the other 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 Vice Chair is to support the Chair in providing leadership and to deputise for the Chair, as necessary.

### **Election and Term of the Vice Chair:**

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

### **Key Duties of the Vice Chair:**

- Chairing committee meetings and other special / extraordinary meetings of the committee and / or trustees in the absence of the Chair
- Working alongside the Chair to ensure the KPA is run in a way that is legal, responsible and effective
- Assisting the Chair to ensure that decisions made by the committee are implemented
- Approving any grant applications and invoices in a timely manner
- Responding to queries from patients, other KPA members and clinicians without any unnecessary delays
- Proactively working with the Trust to develop grant funding applications that are suitable for KPA funding
- Supporting where necessary with different KPA social events, such as, the Annual Fun Day
- Supporting the Chair with developing and raising the profile of GSTTKPA
- Liaising with key stakeholders to ensure members are aware of the support available from Kidney Care UK and the National Kidney Federation (NKF)

- Attending key meetings to represent the KPA, such as, the London KPA network, London Kidney Network, NKF annual conference.
- Assisting with the development of the KPA newsletter in conjunction with the Company Secretary
- Ensuring the KPA website is kept up-to-date
- Assisting the Chair with safely recruiting new Committee members and Trustees using appropriate recruitment processes and governance structures.
- Developing and updating policies in line with the Charity Commission's requirements
- Demonstrate an understanding of equality and diversity issues

**Time Commitment:**

The role requires a time commitment of approximately 7 hours per 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 other trustees 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.

**Skills, qualities and experience:**

**Personal Specification**

<b>Key Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and understanding of the charity sector	X	
Commitment, enthusiasm and a good understanding of the challenges and opportunities associated with being a kidney patient.	X	
An ability to negotiate with and motivate others.	X	
Excellent time management skills	X	
Ability to work independently and some experience of team working is essential	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 and external agencies.	X	
Ability to be resilient and flexible	X	
Have a commitment to equality and diversity	X	
Strong problem solving skills	X	
The ability to maintain professional conduct and integrity at all times.	X	
Awareness of Safeguarding procedures		X

FUNCTIONAL REQUIREMENTS FORM

Job Title: Vice 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 Chair

Requirements	Never	Occasional 0-33% of work time	Frequent 33-66% of work time	Constant 67-100% of work time
<b>A. Physical</b>				
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>B. Psychosocial</b>				
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		
<b>C. Sensory</b>			<b>Yes</b>	<b>No</b>
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	
<b>D. Additional screening required pre-commencement</b>			<b>Yes</b>	<b>No</b>
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
<b>E. Additional immunity/screening post commencement</b>	<b>Yes</b>	<b>No</b>
1. Contact with/access to patients	x	
2. Contact with/handling clinical specimens		x

## **Principles by which KPA trustees and committee members 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]