



Trustee role description

MEAction UK's work centres around empowering/enabling people with ME and other complex, chronic illnesses (including post infectious illnesses). We carry out activities that improve the understanding of ME and help to relieve sickness through better treatment and public understanding.

MEAction UK is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees operating in compliance with the Charity Commission guidance on good governance.

- The Board of Trustees have and must accept ultimate responsibility for directing MEAction UK's affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.
- Trustees should focus on MEAction UK's strategic direction.
- In the initial stages of developing the charity, trustees are expected to become involved in operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

Trustee statutory duties are explained in the following link and additional duties listed below, please read them carefully before applying.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc-3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Other Trustee responsibilities

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions and ensure the organisation fulfils its objectives. This will involve:

- Attending Board and other MEAction UK meetings as appropriate and taking part in operational matters as needed.
- Participating in one or more Board sub groups as required
- Scrutinising Board papers and other communications
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- Abiding by MEAction UK's policies and procedures including the Safeguarding Conflict of Interest and Risk Management Policies, ensuring these are effectively implemented

- Acting as a signatory on behalf of MEAction UK, when mandated by the Board to do so
- Participate in activities to promote MEAction UK to funders and the wider public
- Contributing on other issues or areas of special expertise

Person Specification and Requirements for this role

- A commitment to the aims and values of MEAction UK
- Ability to provide the level of commitment required for this role
- Experience of charity governance – desirable not essential
- Ability to work as a team

Knowledge or experience in one or more of the following areas:

In this initial stage, we are seeking people who are able to offer a substantial time commitment as we build the charity. We welcome people with ME, carers, and allies with one or more of the following experiences to join the MEAction UK Board:

- Organised at the grassroots level, including events/demonstrations
- Raised money, particularly through online appeals and charitable trusts
- Demonstrated leadership in business, charity, government/politics, and/or health research, policy, or care organisations
- Experience of charity boards

We have a specific requirement for trustees with the following skills:

- Fundraising
- Finance/Accounting
- Strategic Planning
- Social Media/Marketing/Communication
- Community organisation/campaigning

All trustees will be expected to undergo a DBS check and sign a declaration of eligibility and responsibility.

Please upload your CV and tell us why you are interested in becoming an MEAction UK trustee:

<https://forms.gle/ncVXsVWq6aJ3akNx5>

For further information contact trusteeapplications@meaction.org.uk

The deadline to apply is 20th February 2026.